

# MODERN DCPDS PRODUCTIVITY TRAINING

For the Army CPOC & CPACs



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# PRODUCTIVITY TRAINING TOPICS

## Here's what we'll be covering...

- ✓ **Introduction to Productivity**
- ✓ **Event Codes**
- ✓ **Identifying Fill Actions**
- ✓ **Routing RPAs**
- ✓ **Productivity (Closure) Edits**
- ✓ **Quality Control**
- ✓ **Enhancements & Fixes**
- ✓ **Pipeline Actions**
- ✓ **Identifying Open & Closed Actions**
- ✓ **Productivity (CIVPRO) Measurements**
- ✓ **Productivity Reporting Universe**





# Productivity Training

## ✓ Introduction to Productivity





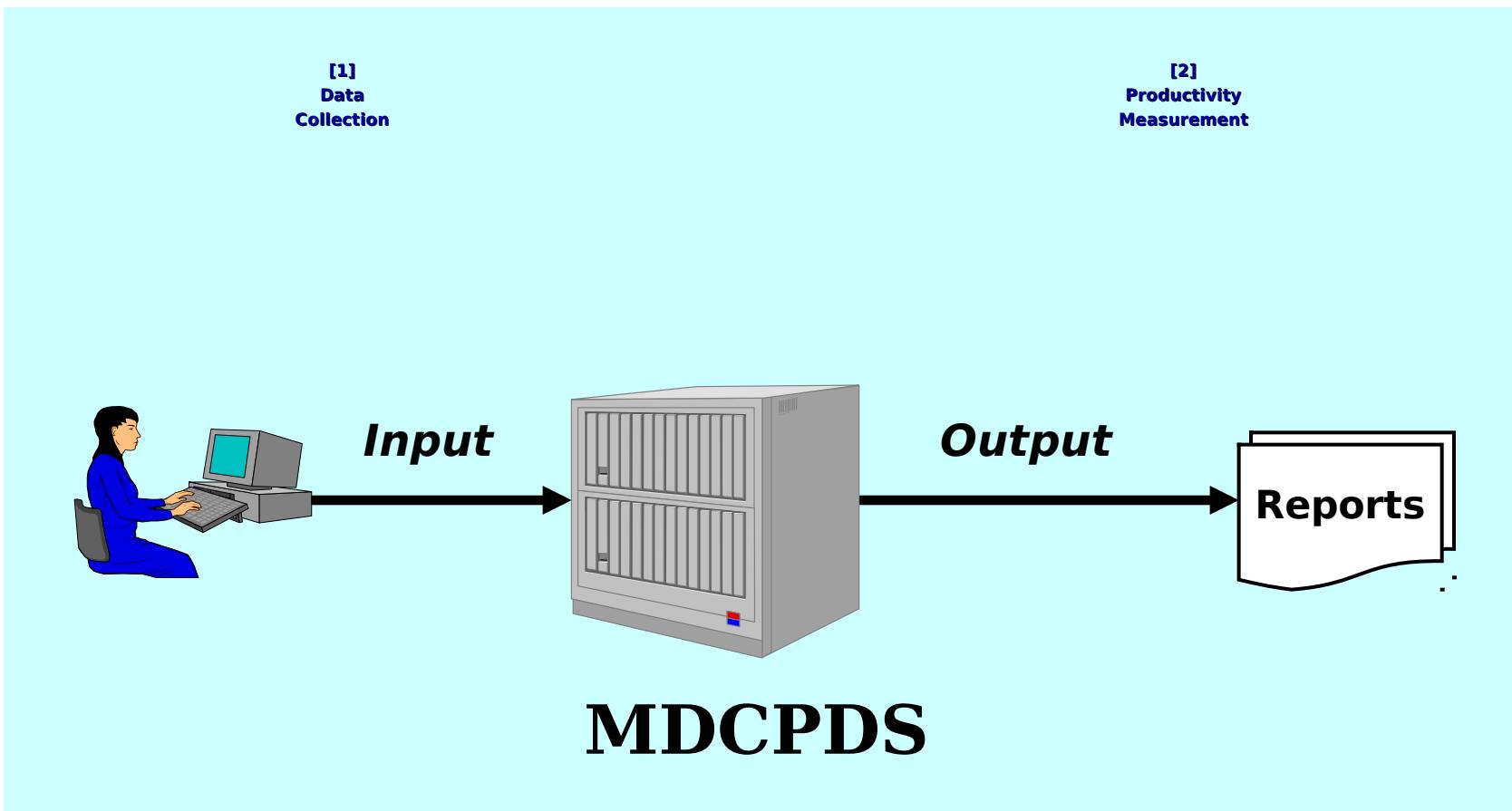
# PRODUCTIVITY

- **CivPro = Civilian Personnel Productivity System.**
- The Army's HR Reporting and Analysis Tool which empowers the HR community to become more predictive.
- Captures workload data on core and related personnel functions.
- Primary focus is data from the Modern Defense Civilian Personnel Data System (MDCPDS). Also uses data from PPP.
- CivPro provides statistics that measure the efficiency, performance, and workload of each CPOC and CPAC.
- Supports a more rigorous data assessment to review trends and make projections.



# PRODUCTIVITY

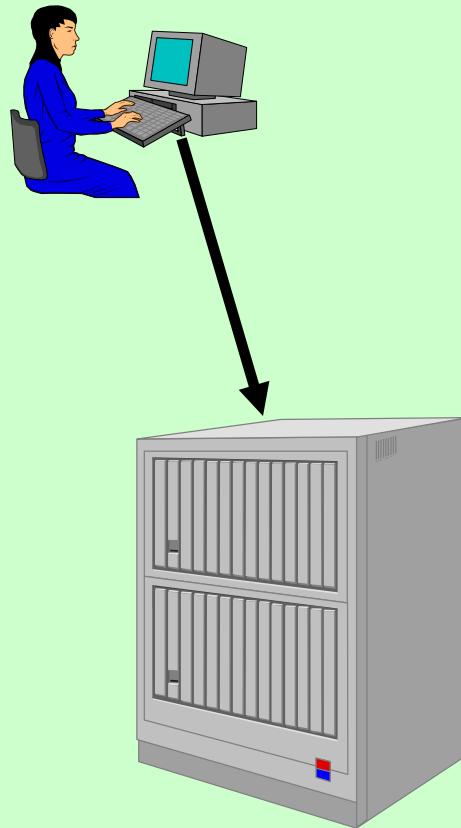
## The two facets of the system:





# Data Collection

**Personnel Specialist  
enters three kinds of  
data**



- **Basic RPA Data**
- RPA Routing History**
- Event History**
- Codes**

**MDCPDS**



# Data Collection:

## Basic RPA Data

Privacy Act of 1974 - [Request for Personnel Action: 14-JAN-2002 (Salary Change, Routing Group:CIVDODHR)]

Action Edit Query Go Folder Special Help Window

Change Family Refresh Status AUTHORIZED < Prev Page 1 of 4 Next >

**PART A - Requesting Office**

1 Actions Requested  
Salary Change

2 Request Number  
01OCT047476

3 For Additional Information Call (Full Name)  
Daguman, Reginald

4 Prop. Eff. Date  
01-OCT-2001

Telephone Number  
314-375-2222

5 Action Requested By (Full Name)  
Abbey, Robert J

Title  
WATER TREATMENT P

6 Action Authorized By (Full Name)  
Everett, Jiada K

Title  
COMPUTER SPECIALIST

Request Date  
14-JAN-2002

Concurrence Date  
01-SEP-2001

**PART B - For Preparation of SF 50**

1 Last Name  
First Name  
Middle Name

2 Social Security Number  
123-45-6789

3 Date of Birth

4 Effective Date  
21-MAY-2002

**FIRST ACTION**

5-A Code  
702

5-B Nature of Action  
Promotion

5-C Code  
N3M

5-D Legal Authority  
Reg 335.102 Comp

5-E Code  
NPU

5-F Legal Authority  
10 U.S.C. 1601 Upgrade

**SECOND ACTION**

6-A Code

6-B Nature of Action

6-C Code

6-D Legal Authority

6-E Code

6-F Legal Authority

History Extra Information Person Position Other

NOA Family

Request Nbr.

SSN

EDOA

NOA Code

LAC Codes\*

**Additional Data:**

- Approval Date
- Posn. Nationality
- CPAC Code
- Command Code
- UIC Code
- more ...

\*\* LAC Codes are not used with non-U.S. actions.

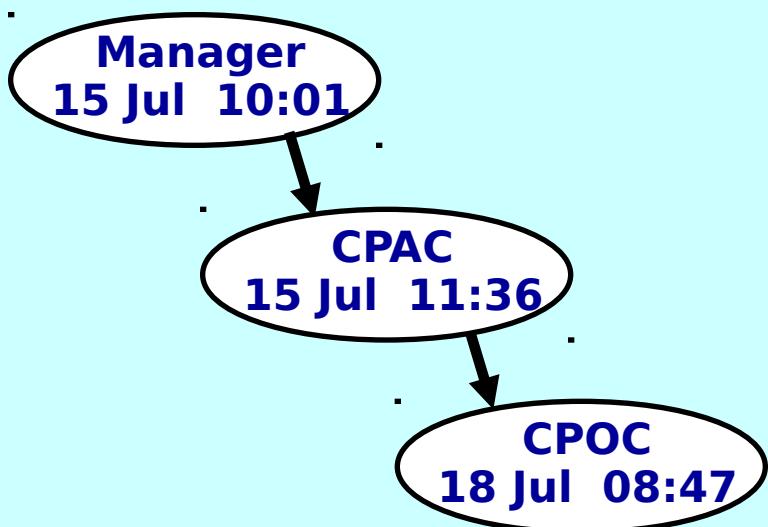


# Data Collection: Event Code & Routing Data

**Two types of ‘tracking’ data are captured:**

## Routing History

RPAs are routed from inbox to inbox. Each inbox is “mapped” to a specific category, using a code.



## Event History

Events capture the workload associated with each RPA. Each kind of event has a unique code.

Codes and dates are entered manually by the specialist.

- ✓ Classification Reviews
- ✓ Position Audits
- ✓ Vacancy Announcements
- ✓ Referral Lists
- ✓ Job Offers
- ✓ Many More ...



# Data Collection: Event Code & Routing Data

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Event History

Event Code	Event Description	Category Code	Start Date	Start Date Description
G07000	FILL ACTION	GENERAL	18-OCT-2001	PERSONNEL ACTION REVIEWED
C0300055	CLASS REVW (CURSORY REVIEW)	CLASSIFICATION	18-OCT-2001	REVIEW INITIATED
S09000	FIRST REFERRAL LIST	STAFFING	19-OCT-2001	REFERRAL LIST ISSUED
S1600020	JOB OFFER - LVA	STAFFING	26-OCT-2001	JOB OFFER MADE

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Request for Personnel Action - Routing History: 01-NOV-2001 (/)

Routing History

Username	Groupbox Name	Routing List Name	Seq.	Date Notification Sent	Far
AMY.ABBEY/C	SAMY/COPD			01-NOV-2001	Rec
AMY.ABBEY/C				18-OCT-2001	Rec
	AMY/COFD			18-OCT-2001	Rec
	AMY/COFD			18-OCT-2001	Rec
AMY.ABBEY/C				18-OCT-2001	Rec
	AMY/COFD			25-APR-2001	Rec
RUSS.ONNEY/M				25-APR-2001	Rec
RUSS.ONNEY/M					Rec

Event Codes

RPA Routings



# Productivity Measurement: What do we measure?

## Inputs

- RPAs initiated
- Applications Received
- PPP Registrants
- Actions to process
  - Health benefits,
  - Performance appraisals

## Through-Puts

### Staffing Division

- RPAs pending (on-hand)
- Average days to fill  
(by fill source)
- Average days in CPOC
- Applications processed
- Applications pending
- Average days to clear PPP
- PPP resumes
- PPP registrations
- OPM/DEU certificates
- Referrals
- Job offers
- Clearances

### Classification Division

- RPAs pending (on-hand)
- Position audits pending
- Cursory reviews pending
- Average days to audit
- Average days to classify

## Output

### RPAs

- Number completed
- Number canceled
- Fill, Non-Fill, by NOA
- U.S., L.N.
- App. Fund, NAF, SES
- Routine, Non-Routine
- CPOC, CPAC, Cmd/UIC

### Other Actions

- Positions audited
- Positions classified
- Training instances
- Training courses held
- Performance ratings

### Other Data

- Serviced population
  - Army
  - Non-Army
- Personnel workforce
- Servicing ratios



# Productivity Measurement: How do we use the data?

## ► HQs

- **Quarterly Army Performance review to SecArmy, CSA**
- **Policy impact**
- **Annual evaluation**
- **Business Process Maps**
- **Monthly update**

## □ Operations Center Management Agency

- **Production goals**
- **Performance ratings**
- **Workload shift across regions (people or work)**
- **Production workload**
- **Monthly review**

## ► Operations Centers

- **Timeliness & volume**
- **Performance ratings**
- **Customer feedback**
- **Workload shift**
- **Daily use**

## ► Advisory Centers

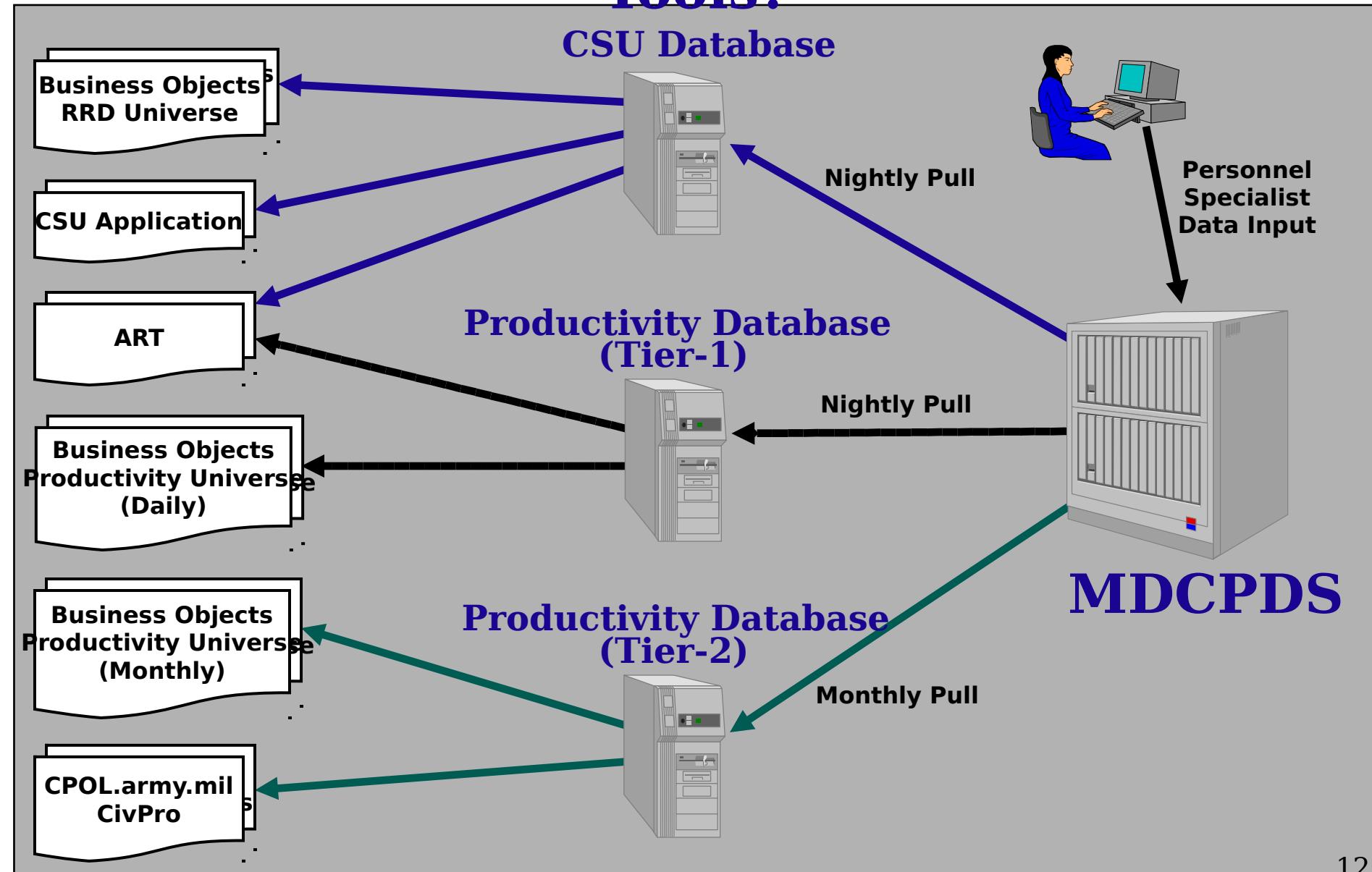
- **Timeliness & volume**
- **Workload shifts**

## □ CDR/supervisor performance

## □ Customer expectations



# Productivity Measurement: What are the different Reporting Tools?





# Productivity Measurement: Business Objects Universes



Data “Folders”  
in the  
Productivity  
Universe

- **Statistics**
- **Personnel Actions**
- **Standard Dates**
- **Adjusted Dates**
- **All Routing**
- **Current Routing**
- **Group Inboxes**
- **User Inboxes**
- **Events**
- **more...**

Query Panel - Productivity Universe

Scope of Analysis: None

Classes and Objects

- + Statistics
- + Personnel Actions
- + Personnel Action Flags
- + Personnel Action Population
- + Personnel Action IDs
- + Standard Dates
- + Adjusted Dates
- + Adjusted Day Counts
- + All Routing
- + Current Routing
- + Routing Summary
- + Group Inboxes
- + User Inboxes
- + Events
- + Events Summary
- + URLs
- + Time Ranges Stats
- + Security Classification/Rpt. Footer

Query Panel - Regional Report Data Universe Universe

Scope of Analysis: None

Classes and Objects

- + Organizational Elements Hierarchy 4
- + Organizational Elements Hierarchy 5
- + Training Elements Hierarchy
- + Regional Rpt Data
- + Employee
- + Army Employee
- + Civilian Position
- + Army Civilian Position
- + Non Army Civilian Position
- + Acquisition Review
- + Address
- + Adverse Info
- + Af Training History
- + Army Special Employment Prog
- + Basic Pay
- + Benefits
- + Civ Position Hazard
- + Demo Appraisal Info
- + Drug Test
- + Employee Acquisition
- + Employee Appraisal All
- + Employee Appraisal Curr
- + Employee Appraisal Hist
- + Employee Awards
- + Employee Awards Ln
- + Employee Demo Perf Pay
- + Employee Detail
- + Employee Education
- + Employee Language Skill
- + Employee Occ Certificate
- + Employee Pay Data Curr

Data “Folders”  
in the  
RRD  
Universe

- **Employee**
- **Army Employee**
- **Civilian Position**
- **Address**
- **Basic Pay**
- **Benefits**
- **Employee Awards**
- **Employee Education**
- **Employee Language Skill**
- **Employee Occ Certificate**
- **Employee Pay Data Curr**
- **more...**



# Productivity Measurement: Business Objects Reports

Query Panel - Productivity Universe

Scope of Analysis: None

Predefined Conditions

- Personnel Actions
  - Conditions
    - Initiated Today
    - Received Today
    - Completed Today
    - Canceled Today
  - Prompts
- Personnel Action Flags
  - Recruit/Fill Actions
  - Non-Recruit/Fill Actions
  - Open Actions
  - Completed Actions
  - Canceled Actions
  - QC-Passed Actions
  - QC-Failed Actions
  - QC-Not-Applied Actions
  - QC-Withdrawn (Canceled) Actions
  - U.S. Positions
  - Non-U.S. Positions
  - In Personnel Inbox Last
  - In CPOC Inbox Last
  - In CPOC Classification Inbox Last
  - In CPOC Staffing Inbox Last
  - In CPOC Processing Inbox Last

Result Objects

- Request Nu...
- Closed Date
- First Noa C...
- First Noa Desc
- Agency Code
- Af Naf Iden...
- Employee F...

Conditions

- And Recruit/Fill Actions
- And Completed Actions
- And U.S. Positions
- And In CPOC Inbox Last

Options... Save and Close View... Run Cancel

Report Layout

Report Criteria



# Productivity Measurement: Business Objects Reports

BusinessObjects - Document1 - [DUNCANP]

File Edit View Insert Format Tools Data Analysis Window Help

Completed Fill Actions

Request Number	Closed Date	First NoaCode	First NoaDesc	Agency Code	Af HaIdentifier
01AUGMEDD018373	9/28/01	571	Conv to Exc Appt NTE 08-SEP-2002	ARMC	A
01JUN2ASAMSO006891	7/6/01	171	Exc Appt NTE 30-SEP-2001	ARSB	A
01JUN2ASMEDD006323	7/27/01	702	Promotion	ARMC	A
01JUN2DEFAULTX006009	6/4/01	171	Exc Appt NTE 24-FEB-2002	ARSA	A
01JUN2DEFAULTX006039	6/4/01	171	Exc Appt NTE 24-FEB-2002	ARSA	A
01JUN2HTHPAC009073	9/14/01	702	Promotion	ARMP	A
01JUN2HTNGIC006063	7/20/01	702	Promotion	ARAS	A
01JUN2HTPSDROS006345	6/19/01	171	Exc Appt NTE 09-AUG-2001	ARSE	A
01JUN2HTSECU006481	7/5/01	171	Exc Appt NTE 30-SEP-2001	ARSJ	A
01MAY2AEAMCI005664	7/3/01	171	Exc Appt NTE 30-SEP-2001	ARX2	A
01MAY2AEAMPE005662	7/3/01	171	Exc Appt NTE 30-SEP-3001	ARX2	A
01MAY2ASMEDD004752	11/4/01	721	Reassignment	ARMC	A
01MAY2ASNVE0003861	6/5/01	171	Exc Appt NTE 28-MAY-2002	ARX8	A
01MAY2ASNVE0004096	6/13/01	171	Exc Appt NTE 03-JUN-2002	ARX8	A
01MAY2BFCLMS004358	6/1/01	721	Reassignment	ARSE	A
01MAY2C2_CPOC000225	5/11/01	721	Reassignment	ARMT	A
01MAY2C2_CPOC000232	6/19/01	500	Conv to Career Appointment	ARX4	A
01MAY2C2_CPOC000250	5/7/01	170	Exc Appt	ARMW	A
01MAY2C2_CPOC000338	5/24/01	101	Career-Cond Appt	ARMC	A
01MAY2C2_CPOC000373	5/21/01	130	Transfer	ARMC	A
01MAY2C2_CPOC000554	5/8/01	508	Conv to Term Appt NTE 21-APR-2003	ARMW	A
01MAY2C2_CPOC000658	5/9/01	171	Exc Appt NTE 30-SEP-2001	ARMW	A
01MAY2C2_CPOC000730	5/25/01	702	Promotion	ARXQ	A
01MAY2C2_CPOC000742	5/9/01	101	Career-Cond Appt	ARMW	A
01MAY2C2_CPOC000746	6/19/01	115	Appt NTE 28-SEP-2001	ARMW	A
01MAY2C2_CPOC000802	5/16/01	721	Reassignment	ARXK	A
01MAY2C2_CPOC000825	5/9/01	101	Career-Cond Appt	ARMC	A
01MAY2C2_CPOC000909	5/29/01	702	Promotion	ARMP	A

Report1

Last Exec: 1/14/02 02:32 PM

Partial

RPA  
Data



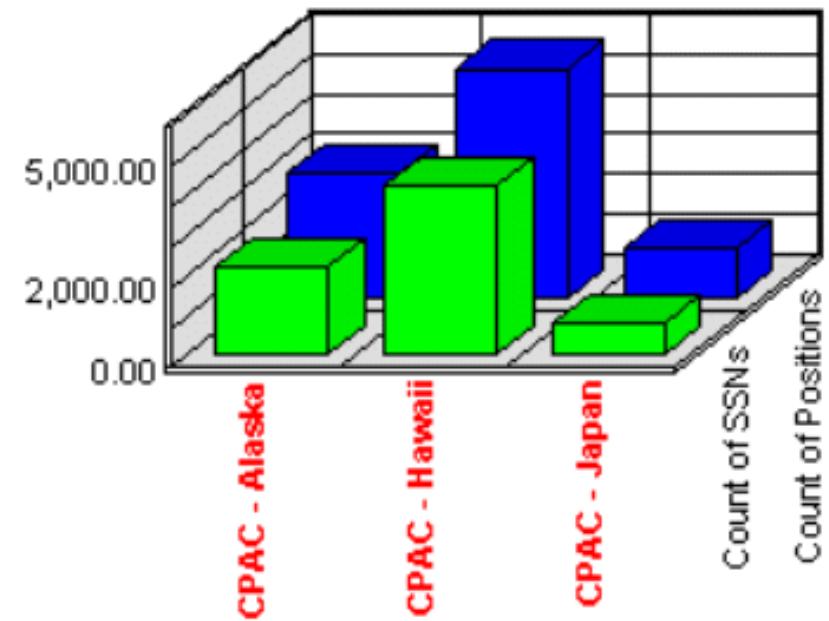
# Productivity Measurement: Business Objects Reports

CPAC code & description	Count of SSNs	Count of Positions
CPAC - Alaska	2,187	3067
CPAC - Hawaii	4,190	5693
CPAC - Japan	735	1212
	<b>7,112</b>	<b>9972</b>

Statistics

Graphs

A powerful  
query and  
reporting  
tool...





# Productivity Measurement: CSU Application



CSU APPLICATION V 1.0

## CIVILIAN SERVICING UNIT APPLICATION

DEVELOPED BY THE DEPARTMENT OF DEFENSE  
CIVILIAN PERSONNEL MANAGEMENT SERVICE  
AND  
THE AIR FORCE PERSONNEL CENTER

PERSONAL DATA - Privacy Act of 1974

WARNING: Official United States Government system for authorized use only. Do not discuss, enter, transfer, process or transmit classified/sensitive national Security information of greater sensitivity than this system is authorized. Using this system constitutes consent to security testing and monitoring. Unauthorized use could result in criminal prosecution.

Displays   Reports   Sys Admin   Password   Productivity   Exit

Don't Use



# Productivity Measurement: Army Regional Tools (ART)



Army Regional Tools - KALLE - Microsoft Internet Explorer

## Army Regional Tools

### Inbox Statistics

Back to Previous Page

ART Main Menu  
Logout

Fill/Recruit Actions - All Colors - Colorized by Time in CPOC  
Region = NA - Status = OPEN

By Division    By CF Branch    By CPAC    By CMD    By Smart #    By Inbox Type    By Event

CPAC	Red	Amber	Yellow	Light Green	Dark Green	Total
AMC HQ	49	26	17	10	38	140
COE HQ	47	9	14	4	41	115
COE MIDDLE/EAST AFRICA	50	10	36	11	101	208
Executive Servies	1	0	0	0	2	3
FORT BELVIOR	193	41	30	41	173	478
FORT MEADE	26	9	4	7	52	98
Fort Myer	70	15	12	21	63	181
OFFICE SCRETARY OF THE ARMY	342	58	43	40	305	788
PENTAGON - CHIEF OF STAFF	59	4	6	9	13	91
UNKNOWN	36	0	3	0	9	48
WALTER REED MED CTR	189	32	36	36	140	433
<b>Totals</b>	<b>1062</b>	<b>204</b>	<b>201</b>	<b>179</b>	<b>937</b>	<b>2583</b>

[View Details](#)

Red/Amber/Green Report

Army Regional Tools - NATIONAL CAPITAL REGION

Internet

Start Exploring - Bin Inbox - Micros... NC CPOC Intr... RE: CivPro QC... RE: CivPro QC... Army Regio... 7:43 AM



# Productivity Measurement: CivPro Reports on CPOL.Army.Mil

Number of fill actions, by source, nationality

Productivity Report  
SF-52 Workload Summary - Fill Source (Army-wide, by Region)  
Report run on: November 1, 2001 3:25 PM EST

As Of: September 2001 Report Number: 8a-14  
\*All Army Regions Combined\* CPOC: \*\*\*\*

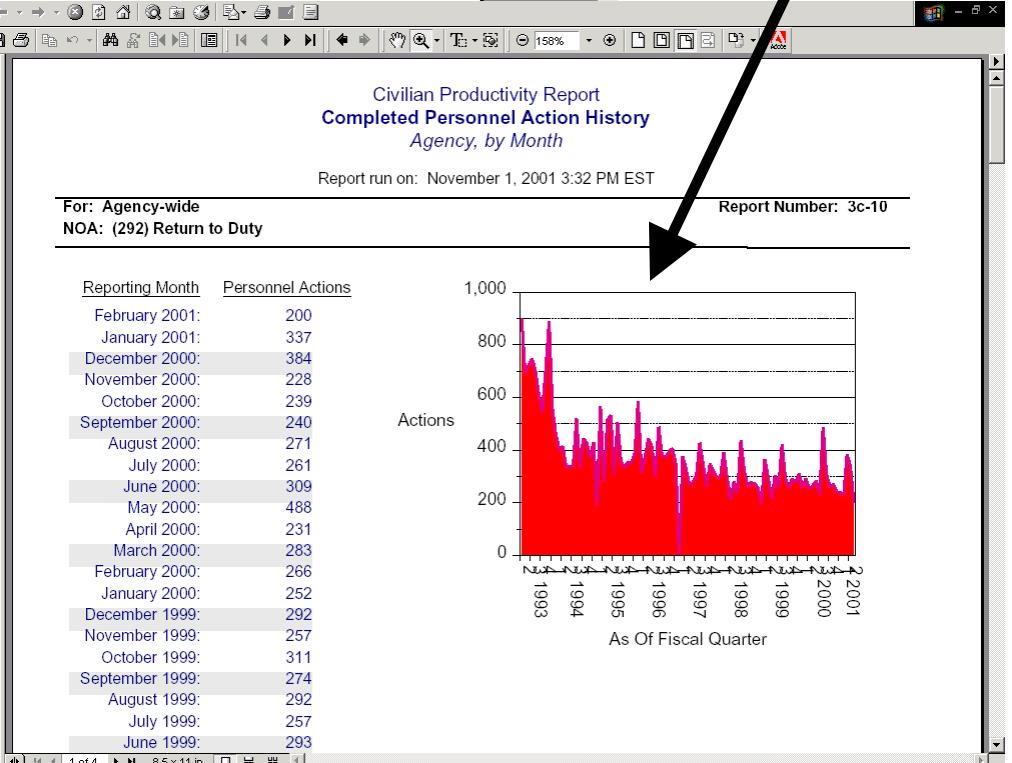
Recruit/Fill SF-52 Actions (by Fill Source)		All Sources	DEU Certificate	OPM Certificate	Local PPP	Career Merit Prom.	Referral Other	Unknown
(1) All Positions	5,341	735						
(1a) U.S. Positions	4,905	735						
(1b) L.N. Positions	436	0						

Average Number of Days

(A) from Action Initiated (C) to Receipt in CPOC	12.96	13.13	44
(A) from Action Initiated (E) to Date Offer Accepted	67.56	92.49	74
(A) from Action Initiated (F) to Date Action Closed	92.50	125.43	101
(A) from Action Initiated (G) to Effective Date of Action	87.29	120.04	95
(C) from Receipt in CPOC (E) to Date Offer Accepted	54.72	79.46	29
(C) from Receipt in CPOC (D) to Date Offer Made	53.86	78.30	29
(D) from Date Offer Made (E) to Date Offer Accepted	1.69	1.99	1
(B) from Receipt in CPOC/CPA (E) to Date Offer Accepted	60.40	86.11	31
(B) from Receipt in CPOC/CPA (G) to Effective Date of Action	80.12	113.67	52

Average days to fill jobs

Number of completed actions





# PRODUCTIVITY

## CHANGES IN PRODUCTIVITY LANGUAGE

### OLD: PERSACTION

- ✓ ID fill actions via:  
Actions Requested  
contains the word  
“fill” or “recruit”
- ✓ Status History Codes
- ✓ SF-52 / SF-50
- ✓ Data Quality via QC Reports  
& data correction
- ✓ Diagnostic Accept Code &  
Business Flow Accept Code
- ✓ Hidden Inbox Mapping Codes

### NEW: MDCPDS

- ✓ ID fill actions via:  
NOA/LAC combination,  
G07000 Event Code,  
NOA Family Code
- ✓ Event History Codes
- ✓ RPA / NPA
- ✓ Data Quality via Closure Edits  
prior to Update HR
- ✓ Exclusion Event Codes  
('X Codes')
- ✓ Visible & Expanded  
Inbox Mapping Codes



# PRODUCTIVITY

## WHAT ARE THE SPECIALIST'S RESPONSIBILITIES?

- ✓ **Route RPAs.**
- ✓ **Determine NOA Family, NOA Code, Legal Authority Codes.**
- ✓ **Enter RPA Data (EDOA, SSN, NOA, Approval Date, etc.)**
- ✓ **Collect Event Data from the CPACs.**
- ✓ **Enter Event Codes.**
  - **Identify Fill Actions.**
  - **Identify Exclusions.**
  - **Vacancy Announcements, Referral Lists, Job Offers, Conferences, Hold-For-RIF, other Staffing events.**
  - **Classification Reviews, Position Audits, other Class. events.**
- ✓ **Review RPA data quality (before & after closure).**
- ✓ **Pass Productivity Closure Edits.**
- ✓ **Complete RPAs (Update HR) or cancel RPAs (Red X).**





# Productivity Training

✓ Introduction to Productivity

## ✓ Event Codes

- About Event Codes
- General Event Codes
- Classification Event Codes
- Staffing Event Codes
- Event Code capture
- Exclusion Event Codes
- Local Event Codes





# EVENT CODES

## About Event Codes

### Event History

Events capture the workload associated with each RPA. Each kind of event has a unique code.

Codes and dates are entered manually by the specialist.

- ✓ Classification Reviews
- ✓ Position Audits
- ✓ Vacancy Announcements
- ✓ Referral Lists
- ✓ Job Offers
- ✓ Many More ...

**EVENT HISTORY** entries are essentially the same as **STATUS HISTORY** entries were in PERSACTION.

The specialist can use codes or event descriptions, based on personal preference.

Examples:

S09000 FIRST REFERRAL LIST  
S0500010 OPM CERTIFICATE  
S1600015 JOB OFFER - PPP  
C06000 POSITION AUDIT



# EVENT CODES

## About Event Codes

- Events have a **CODE**, a **DESCRIPTION**, plus 1 or 2 **DATES**.
- A **COMMENTS** field is available for each event entry. [up to 2000 characters]
- **CODES begin with:**  
**S=Staffing      C=Classification      G=General**  
**X=Exclusion      L=Local      Z=Senior Exec Service (SES) Actions**
- The user that currently ‘has’ the RPA can add, change, or delete event codes.
- Event codes can be pre-dated or post-dated.
- Duplicate event codes are allowed (but only one of each type of event can be open at a time). Workaround: Use the **COMMENTS** field to ‘close’ the event.
- Dates in multiple event codes can overlap. Example: overlapping clearances.
- Many event codes **added & deleted**. Many event codes are **unchanged** from how they existed as Status History Codes in the PERSACTION system.



# EVENT CODES

## About Event Codes

- There are two types of event codes:
  - ✓ Workload Information.
  - ✓ Data Flags.
- Sample events of each type:

<u>Workload Events</u>	<u>Data Flag Events</u>
C04000 realignment	G07000 fill action
C0300055 cursory review	X01000 exclusion
S01000 int. vacancy announcement	X02000 exclusion
S09000 referral	X03000 exclusion
S1600020 job offer LVA	G20000 PPI SF52 number
S1800020 job offer declined LVA action	G30000 SES fill

These events use one or two dates

These events use only one date



# EVENT CODES

## General Event Codes

**ADDED:** G07000 FILL ACTION

The  
“Main Event”

**DELETED:** G04000 ACTION COMPLETED

G05000 OTHER: RETRIEVED

**DELETED:** G08000 BUSINESS FLOW - ACCEPT

G09000 DIAGNOSTIC ACCEPT

**ADDED:** G30000 SES (FILL ACTION)  
G30010 SES (NON-FILL ACTION)

Used by  
SES Office

**ADDED:** X01000 BY-PASS EDITS/RPA NOT COUNTED  
X02000 BY-PASS EDITS/RPA COUNTED  
X03000 DO NOT COUNT FOR PRODUCTIVITY  
X04000 DO NOT COUNT FOR PRODUCTIVITY [restricted use]



# EVENT CODES

## General Event Codes

<b>UNCHANGED:</b>	<b>G01000</b>	<b>RETURNED TO ORIG ***</b>
	<b>G02000</b>	<b>IN PROCESS ***</b>
	<b>G03000</b>	<b>PENDING EMP PROCESSING ***</b>

\*\*\* Optional Codes (used at CPOC's discretion)



# EVENT CODES

## Classification Event Codes

### DELETED:

C0300015 CLASS REVIEW (PEN & INK CHANGES)  
C0300035 CLASS REVIEW (RECLASSIFICATION)  
C08000 CLASS DECISION

### UNCHANGED:

C04000 REALIGNMENT  
C06000 POSITION AUDIT  
C0300055 CLASS REVIEW (CURSORY REVIEW)  
C030005 CLASS REVIEW (APPLIC. OF STND)  
C0300025 CLASS REVIEW (NEW POSITION)  
C0300045 CLASS REVIEW (CONSISTENCY REVIEW)

C01000 ADVISORY DECISION TO/FROM MANAGEMENT \*\*\*  
C010000 JOB DESCRIPTION SIGNATURE \*\*\*

### ADDED:

C0300065 CLASS REVIEW (RTN TO CLASSIFICATION)  
C12000 ORG TABLE BUILD TO/FROM DFAS/CSR \*\*\*

\*\*\* Optional Codes (used at CPOC's discretion)



# EVENT CODES

## Staffing Event Codes

### DELETED:

**S16000**      **JOB OFFER**  
**S1600020**      **JOB OFFER - LMP**  
**S1600030**      **JOB OFFER - OTHER**

### UNCHANGED:

**S1600005**      **JOB OFFER - DEU**  
**S1600010**      **JOB OFFER - OPM**  
**S1600015**      **JOB OFFER - PPP**  
**S1600025**      **JOB OFFER - CREF**

### ADDED:

**S1600020**      **JOB OFFER - LVA**  
**S1600030**      **JOB OFFER - DIR HIRE AUTH MED**  
**S1600035**      **JOB OFFER - LN**  
**S1600040**      **JOB OFFER - NONC**



# EVENT CODES

## Staffing Event Codes

### DELETED:

**S1800020      JOB OFFER DECLINED - LMP**  
**S1800030      JOB OFFER DECLINED - OTHER**

### UNCHANGED:

**S1800005      JOB OFFER DECLINED - DEU**  
**S1800010      JOB OFFER DECLINED - OPM**  
**S1800015      JOB OFFER DECLINED - PPP**  
**S1800025      JOB OFFER DECLINED - CREF**

### ADDED:

**AUTH MED**

**S1800020      JOB OFFER DECLINED - LVA**  
**S1800030      JOB OFFER DECLINED - DIR HIRE**  
**S1800035      JOB OFFER DECLINED - LN**  
**S1800040      JOB OFFER DECLINED - NONC**



# EVENT CODES

## Staffing Event Codes

<b>ADDED:</b>	<b>S2000005</b>	<b>JOB OFFER RESCINDED - DEU</b>
	<b>S2000010</b>	<b>JOB OFFER RESCINDED - OPM</b>
	<b>S2000015</b>	<b>JOB OFFER RESCINDED - PPP</b>
	<b>S2000020</b>	<b>JOB OFFER RESCINDED - LVA</b>
	<b>S2000025</b>	<b>JOB OFFER RESCINDED - CREF</b>
	<b>S2000030</b>	<b>JOB OFFER RESCINDED - DIR HIRE AUTH MED</b>
	<b>S2000035</b>	<b>JOB OFFER RESCINDED - LN</b>
	<b>S2000040</b>	<b>JOB OFFER RESCINDED - NONC</b>



# EVENT CODES

## Staffing Event Codes

### ➤ J OB OFFER Event Codes:

- Every fill action must have a J OB OFFER event

<b>S1600005</b>	J OB OFFER - DEU	[DEU certificate]
<b>S1600010</b>	J OB OFFER - OPM	[OPM certificate]
<b>S1600015</b>	J OB OFFER - PPP	[priority placement program]
<b>S1600020</b>	J OB OFFER - LVA	[local vacancy announcement; replaced J OB OFFER - LMP]
<b>S1600025</b>	J OB OFFER - CREF	[career referral]
<b>S1600030</b>	J OB OFFER - DIR HIRE AUTH MED	[medical direct hire]
<b>S1600035</b>	J OB OFFER - LN	[ <u>competitive</u> local national; replaced J OB OFFER - OTHER]
<b>S1600040</b>	J OB OFFER - NONC	[non-competitive; replaced J OB OFFER - OTHER]





# EVENT CODES

## Staffing Event Codes

### ➤ Using J OB OFFER Event Codes:

- An RPA can have multiple **J OB OFFER** events.
- Event start date = '**offer date**'. Event end date = '**accept date**'.
  - Only the final **J OB OFFER** event is used for offer & commit dates.  
[Final 'acceptance date' becomes the commit date].
- If job offer is declined, put the declination date in date-2 of **J OB OFFER**, and add a separate **J OB OFFER DECLINED** event, with the same date in date-1.
  - If employee accepts a job, then declines it at a later time, the **J OB OFFER DECLINED** event will have the later date; the **J OB OFFER** event will retain the original "acceptance" date.
- Use a **J OB OFFER RESCINDED** event to rescind a job offer.



# EVENT CODES

## Staffing Event Codes

### ➤ Using J OB OFFER Event Codes, continued:

- J OB OFFERs with a **competitive** fill-source of OPM, DEU, PPP, LVA, CREF, MED, and LN have distinct OFFER and COMMIT dates.
- For **NONC (non-competitive)** J OB OFFERs, OFFER and COMMIT dates will be based on either a *bona fide* job offer, or the date the action meets all legal and regulatory sufficiency (i.e., PPP clearance, qualifications verification).
  - With NONC, the offer & commit will normally be the same date.
  - Some types of non-competitive actions:
    - ◆ Reassignments
    - ◆ Change to Lower Grade
    - ◆ Position Change
    - ◆ Transfers



# EVENT CODES

## Staffing Event Codes

**DELETED:** S19000 CLEARANCE

**ADDED:**

S190005	SECURITY INVESTIGATION
S1900010	STATE CRIMINAL HISTORY REPOSITORY CHECK
S1900015	180-DAY RETIRED MILITARY WAIVERS
S1900020	CREDENTIALLING REQUIREMENT
S1900025	DRUG TESTING
S1900030	PHYSICAL EXAMINATIONS
S1900035	POLICE CHECKS
S1900040	OTHER PRE-EMPLOYMENT CLEARANCES
S1900045	PROCESS/VALIDATE ACQ CORP MEMBERSHIP
S1900050	SELECTION APPROVAL PROCESS
S1900055	ACTIVE DUTY MIL RELEASE/RECALL DELAY



# EVENT CODES

## Staffing Event Codes

**DELETED:** S08610 CAREER PROGRAM REF LIST - SENT

S07000 PPP

**UNCHANGED:** S09000 FIRST REFERRAL LIST

S11000 SECOND REFERRAL LIST

S13000 THIRD REFERRAL LIST

S0500010 OPM CERTIFICATE

S0500020 DEU CERTIFICATE

S085000 CAREER PROGRAM REF LIST - REQ

S17000 HOLD FOR RIF

S01000 INTERNAL VACANCY ANNOUNCEMENT \*\*\*

S03000 EXTERNAL VACANCY ANNOUNCEMENT \*\*\*

**ADDED:** SL07000 PPP

S21000 JOB OFFER NEGOTIATION

S06000 DIR HIRE AUTH MED CANDIDATE IDENTIFIED \*\*\*

\*\*\* Optional Codes (used at CPOC's discretion)



# EVENT CODE CAPTURE

A SAMPLE RPA. NOTE THE “HISTORY” AND “OTHERS...” BUTTONS.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Request for Personnel Action (Recruit/Fill, Routing Group:PAC\_REGION)

Change Family Refresh Status AUTHORIZED < Prev Page 1 of 4 Next >

PART A - Requesting Office

1 Actions Requested  
Recruit/Fill  
2 Request Number  
D0JUN5EWW1KCAA0135  
3 For Additional Information Call (Full Name)  
Telephone Number  
4 Prop. Eff. Date ASAP  
5 Action Requested By (Full Name)  
Title  
Request Date  
6 Action Authorized By (Full Name)  
Title  
Concurrence Date  
Alexander.Gary L COMPUTER SPECIALIST 06-JUN-2000

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name  
2 Social Security Number 3 Date of Birth 4 Effective Date

FIRST ACTION SECOND ACTION

5-A Code	5-B Nature of Action	6-A Code	6-B Nature of Action
5-C Code	5-D Legal Authority	6-C Code	6-D Legal Authority
5-E Code	5-F Legal Authority	6-E Code	6-F Legal Authority

History Extra Information Person Position Others... Count: \*1

Event History



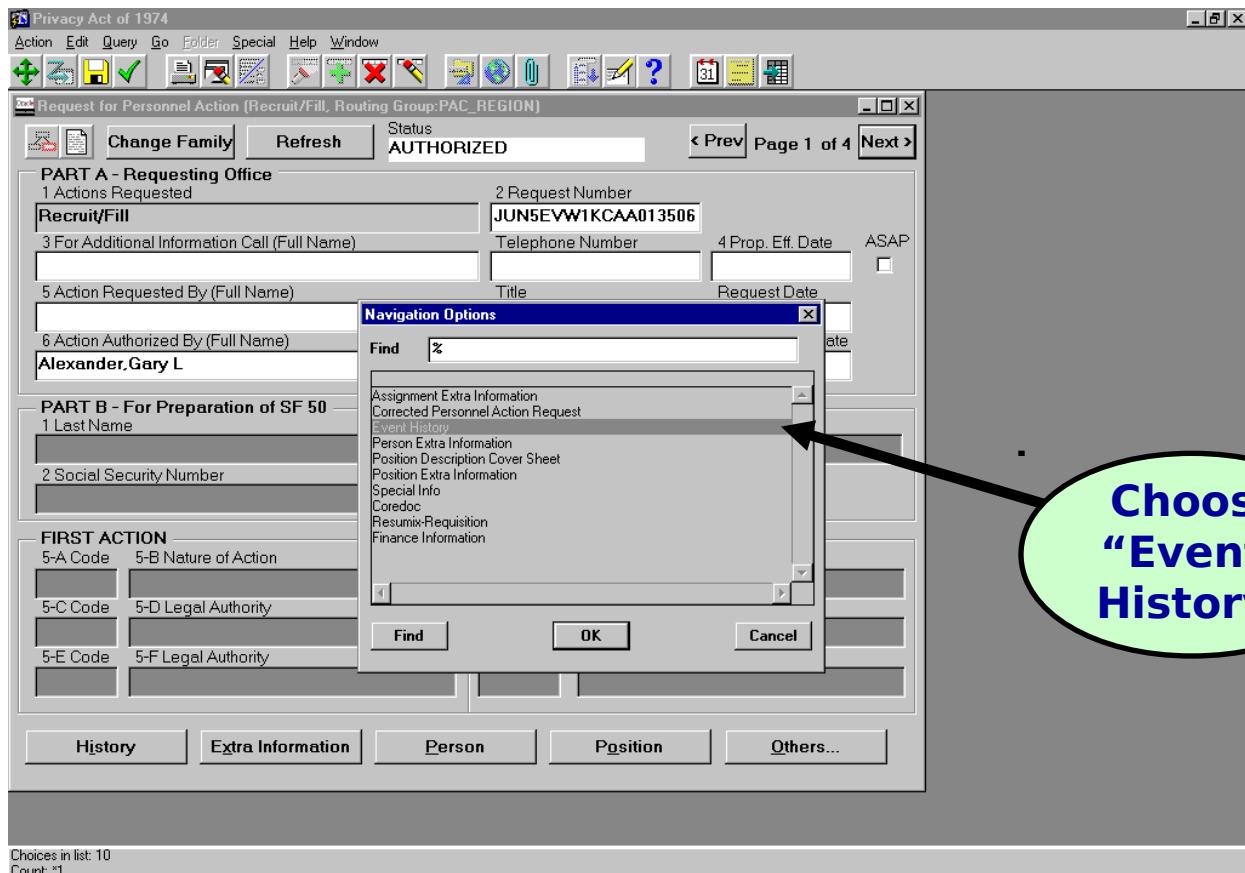
# EVENT CODE CAPTURE

- **Before you add events, bring up the ROUTING HISTORY window, using the “HISTORY” button.**
- **View the Routing History to ensure that your event dates will be correct.**



# EVENT CODE CAPTURE

➤ Bring up Event History Window by using the “**OTHERS...**” button, then selecting “Event History” from the list of values.

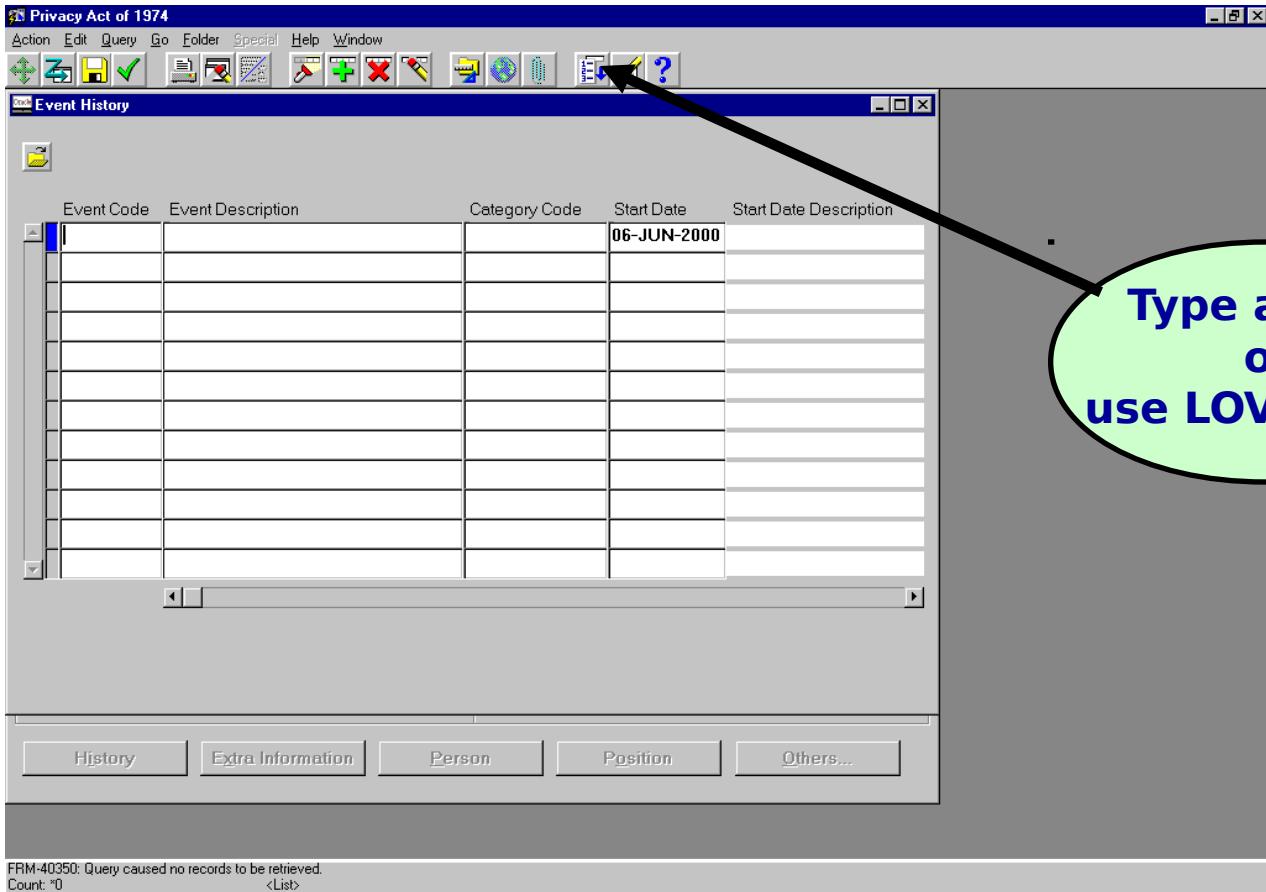


➤ Don't use the “**EVENT HISTORY**” button on the Maintain Position Window.



# EVENT CODE CAPTURE

## EMPTY EVENT HISTORY WINDOW.





# EVENT CODE CAPTURE

SELECT AN EVENT CODE FROM THE LIST OF VALUES.

The screenshot shows a Windows application window titled "Event History". At the top, there's a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", "Help", and "Window". Below the menu is a toolbar with various icons. A sub-dialog box titled "Event Code" is open in the center. It has a "Find" button and a search field containing "%". The main area displays a list of event codes and their descriptions. The list includes:

Event Code	Event Description
C01000	ADVISORY DECISION TO/FROM MANAGEMENT
C030005	CLASS REVW (APPLIC. OF STND)
C0300025	CLASS REVW (NEW POSITION)
C0300045	CLASS REVW (CONSISTENCY REVIEW)
C0300055	CLASS REVW (CURSORY REVIEW)
C04000	REALIGNMENT
C06000	POSITION AUDIT
C10000	JOB DESCRIPTION SIGNATURE
G01000	RETURNED TO ORIG
G02000	IN PROCESS
G03000	PENDING EMP PROCESSING
G07000	FILL ACTION
G08000	BUSINESS FLOW - ACCEPT
G09000	DIAGNOSTIC - ACCEPT
S01000	INTERNAL VACANCY ANNOUNCEMENT
S03000	EXTERNAL VACANCY ANNOUNCEMENT
S0500010	OPM CERTIFICATE
S0500020	DEU CERTIFICATE
S07000	PPP
S08500	CAREER PROGRAM RFF LIST - REQ

At the bottom of the "Event Code" dialog are buttons for "Find", "OK", and "Cancel". Below the dialog are tabs for "History", "Extra Information", "Person", "Position", and "Others...". The status bar at the bottom left shows "Choices in list: 41" and "Count: 0".

**Events can be sorted by Code or Description**

**The list can be narrowed**

**HQDA Codes and Local Codes are listed**



# EVENT CODE CAPTURE

## EVENT HISTORY WINDOW WITH DATA.

Screenshot of the "Event History" window from the "Privacy Act of 1974" application. The window displays a grid of event data with the following columns: Event Code, Event Description, Category Code, Start Date, and Start Date Description. One row is visible, showing data for an event code of G07000, description FILL ACTION, category GENERAL, start date 18-OCT-2001, and start date description PERSONNEL ACTION REVIEW.

The window has a toolbar at the top with various icons for actions like New, Open, Save, Print, and Delete. A menu bar includes Action, Edit, Query, Go, Folder, Special, Help, and Window.

Two green callout bubbles provide instructions:

- A top bubble says: "Use the Save Button to save".
- A bottom bubble says: "Use the Delete Button (Red X) to erase an event".

At the bottom of the window, there are buttons for Notification... and Request for..., and status indicators showing Count: 0 and <List>.



# EVENT CODE CAPTURE

## EVENT HISTORY WINDOW WITH DATA.

Event Code	Event Description	Category Code	Start Date	Start Date Description
G07000	FILL ACTION	GENERAL	18-OCT-2001	PERSONNEL ACTION REVIEWED
C0300055	CLASS REVW (CURSORY REVIEW)	CLASSIFICATION	18-OCT-2001	REVIEW INITIATED
S09000	FIRST REFERRAL LIST	STAFFING	19-OCT-2001	REFERRAL LIST ISSUED
S1600020	JOB OFFER - LVA	STAFFING	26-OCT-2001	JOB OFFER MADE

- Event **START DATE** defaults to current date.
  - ✓ Start Date can be left as-is, or can be pre-dated or post-dated.
- Dates must be entered in **dd-mmm-yyyy** format.
- List-of-values in date fields displays a calendar.



# EVENT CODE CAPTURE

**SCROLL RIGHT TO VIEW ALL EVENT HISTORY COLUMNS.**

A screenshot of a Windows application window titled "Event History". The window contains a grid of data with columns: Event Code, End Date, End Date Description, Comments, and Standard Co. The grid has 5 rows. Row 1: G07000, blank, blank, blank, blank. Row 2: C0300055, 18-OCT-2001, REVIEW COMPLETED, blank, blank. Row 3: S09000, 25-OCT-2001, REFERRAL LIST RETURNED, source of fill: LVA, blank. Row 4: S1600020, blank, JOB OFFER ACCEPTED, blank, blank. Row 5: blank, blank, blank, blank, blank. A vertical scroll bar is visible on the right side of the grid.

- Event **END DATE** defaults to blank.
  - ✓ End Date can be set to current date, past date, or future date.
- Event requires end date if “End Date Description” is present.
- **COMMENTS** can be used as desired, except with ‘pipeline’ events.
  - ✓ With pipeline events, **COMMENTS** is where data is stored.



# EXCLUSION EVENT CODES

- Four exclusion event codes have been established, to provide a workaround for productivity anomalies:

- ◆ X01000 - bypass edits/RPA not counted for productivity.
- ◆ X02000 - bypass edits/RPA counted for productivity.
- ◆ X03000 - do not count for productivity.
- ◆ X04000 - do not count for productivity. [HQDA use only]

- These events are also called the "X" Codes.



# EXCLUSION EVENT CODES

- Exclusion event codes apply mainly to **Fill Actions**.
- Exclusion codes don't bypass the Productivity Closure Edits.
- Exclusion event codes only require 1 date. Leave the date as-is.  
[The system will automatically use the current date].
- CPOCs are not required to provide an explanation for each use of the "X" codes, but use of the COMMENTS field is recommended.



# EXCLUSION EVENT CODES

## X01000 Bypass edits/RPA not counted for productivity.

- ◆ What will it do?:
  - While an action is open, it will be flagged as a **non-fill** action.
  - Once the action is closed, it will be flagged as a **canceled, non-fill** action.
- ◆ When do I use it?: To flag an RPA that will be canceled ("Red X'd") and replaced with a new fill action RPA. The X01000 event flag will prevent double counting.



# EXCLUSION EVENT CODES

## X03000     Do not count for productivity.

- ◆ **What will it do?: Whether open or closed, the action will be flagged as a **non-fill** action.**
- ◆ **When do I use it?: To override NOA/LAC codes or NOA Family codes we don't want counted as fills.**

**NOA/LAC codes may need to be overridden for closed actions.**

**NOA Family codes may need to be overridden for open actions.**

**Examples of actions that might need to be overridden:**

- “Position Establish” RPAs that are **\*not\*** fill actions.
- Overseas family member appointments.
- Overseas limited appointments.
- VRA appointments.



# EXCLUSION EVENT CODES

## X04000     Do not count for productivity.

- ◆ For use by the HQDA Productivity Team only.
- ◆ What will it do?: The exact same thing as the X01000 code.
- ◆ When does HQDA use it?: To flag an RPA that had to be canceled by technical intervention by the HQDA Productivity Team. This will distinguish the action from an RPA canceled by a specialist through the use of the X01000 code.



# EXCLUSION EVENT CODES

## X02000      **Bypass edits/RPA counted for productivity.**

- ◆ Replaces “DIAGNOSTIC ACCEPT” and “BUSINESS FLOW ACCEPT”.
- ◆ **What will it do?: Prevent the action from being counted as “bad” on the Quality Control Report, if the RPA failed certain Quality Control Filters.**
- ◆ **When do I use it?:**
  - To flag an RPA created to replace another RPA when the Update HR function did not consummate the original action and the *original RPA was canceled and/or flagged with an X01000 event code.*
  - To flag an RPA created as a result of a decision, order, or settlement agreement reached under third party procedures. This RPA will have “bad” event history dates.
  - To flag an RPA initiated in the CPOC as a result of workflow issues  
(i.e., employee rotates to installation before RPA was initiated). This RPA will have pre-dated event history dates.



# LOCAL EVENT CODES

- CPOCS MAY DEVELOP & USE LOCAL EVENT CODES,  
WITH THREE CONSTRAINTS:

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- 1. Local event codes are **FULLY SUBJECT** to the Productivity Closure  
Edits.

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- 2. Local event codes must begin with “L”.
  - ◆ The second position of the event code may be any value.

---

Recommendation: “C”, “S” or “G”.

- 3. Local event codes cannot SUPERCEDE or CONFLICT WITH HQDA mandatory event codes.

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- ◆ Example: no local **REFERRAL LIST** or **JOB OFFER** codes.



# LOCAL EVENT CODES

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➤ Some local events in use at a CONUS region:

LC07000	PENDING POSITION BUILD	
LS02000	CLEARING SCF / REQUISITIONING PPP	
LS03000	TO BE ANNOUNCED	
LS04000	SELECTEE INELIGIBLE	{DATE INELIGIBLE}
LS05000	SELECTION REVIEW	{DATE SELECTION REVIEWED}
LS06000	COMMITMENT TO CPAC	{DATE SENT TO CPAC}

➤ Some local events in use at an OCONUS region:

LS01000	SPECIAL VAC ANNOUNCEMENT
LS01030	OCA
LS01050	FWD TO US ESD
LS01060	FWD TO PM&C
LS01100	ENGLISH TEST
LS01120	CANCELED BY MGMT

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# Productivity Training

✓ Introduction to Productivity

✓ Event Codes

✓ **Identifying Fill Actions**





# IDENTIFYING FILL ACTIONS

- Most productivity measurements are made against fill actions.
- An RPA is either a **FILL** or a **NON-FILL** action.
- An RPA is either **OPEN**, **COMPLETED**, or **CANCELED**.
- Different criteria are used for determining if an action is a fill action, depending upon whether the RPA is **OPEN**, **COMPLETED**, or **CANCELED**.



# IDENTIFYING FILL ACTIONS

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## OPEN

Open fill actions are identified exclusively by:

1. the presence of the **G07000 FILL ACTION** event code in the RPA's data,

...AND/OR...

2. the NOA Family Code of the RPA is (or ever was):

- ◆ Appointment
- ◆ Recruit/Fill
- ◆ Position Establish
- ◆ LN Appointment [OCONUS actions]

..... not by the presence or absence of NOA/LAC codes.



# IDENTIFYING FILL ACTIONS

---

## OPEN

- ◆ WHY do we need the G07000 code?
  - NOA/LAC codes are filled in just before Update HR.
  - NOA Family Code changes during life of RPA.
  - NOA Family Code is reliable in indicating 'fill' in only a few cases (appointment, recruit/fill, posn. establish).
- ◆ The G07000 FILL ACTION event code should be entered at the earliest date possible. Can be added by classifiers or staffers (or by CPAC if business process rules allow).
- ◆ HQDA policy: err on the side of over-identification.
- ◆ The G07000 event code requires only 1 date. Leave the date as-is. [The system will automatically use the current date].
- ◆ The code can be removed if the RPA is determined to no longer be a fill action.



# IDENTIFYING FILL ACTIONS

## **COMPLETED**

Completed fill actions are identified exclusively by the presence of specific **NOA/LAC codes**, not by the presence (or absence) of the G07000 event code.

Fill Action NOA codes:

**1xx    {most, but not all 1xx appointment actions}**

**5xx\*    {most, but not all 5xx conversion actions}**

**702\*, 703\*, 713\*, 721\*, 740\*, 741, 769\***

**59TA, 59TT, 59RE, 5974, 5980, 59IC, 59CI**

\* certain LAC codes are treated as exceptions

## **CANCELED**

Canceled (withdrawn) fill actions are identified by a combination of the criteria for OPEN and COMPLETED fill actions.



# IDENTIFYING FILL ACTIONS

- The following NOA Families include NOA/LAC combinations which potentially qualify as fill actions:

- ✓ Appointment Office
- ✓ Salary Change
- ✓ Reassignment Process Method
- ✓ Conversion to Appointment
- ✓ Transfer Interagency Method
- ✓ Change of Appointing
- ✓ Extension of NTE
- ✓ Extension of NTE
- ✓ Position Change
- ✓ Position Change Process

✓ LN\_xxxxxxxxxxx

- ✓ DOD Correction Process-002
- ✓ DOD Pers Action Reconstruct-911

- These NOA Families are treated as exceptions (see next slide):



# IDENTIFYING FILL ACTIONS

## FILL ACTION EXCEPTIONS

The Productivity Database will automatically flag these actions as **non-fill**, overriding the G07000 & NOA/LAC codes:

**Actions with NOA Family Code =**

- » **DOD Correction Process-002** [code: CORRECT\_PM, LN\_CORRECT\_PM]
- » **DOD Pers Action Reconstruct-911** [code: RECREATE\_RCD\_PM]
- » **LN Reconstruct History** [code: LN\_RECONSTRUCT\_PM]

**...AND/OR...**

**Actions with one of these Exclusion Event Codes present:**

- » **X01000 BY-PASS EDITS/RPA NOT COUNTED**
- » **X03000 DO NOT COUNT FOR PRODUCTIVITY**
- » **X04000 DO NOT COUNT FOR PRODUCTIVITY**



# IDENTIFYING FILL ACTIONS

## Using DOD CORRECTION and 911 RECONSTRUCT Actions

Required Update	ORACLE correction	DOD correction	911 DOD Reconstruct	Pseudo SF50	CIVDOD Personnelist Payroll Regen	HR Fed Mgr Payroll Regen
Correct the original info changed on an action processed in MDCPDS (includes 911 Reconstructs) and <u>does not</u> impact previous actions	X					
Correct the original info changed on an action processed in MDCPDS (includes 911 Reconstructs) and <u>does</u> impact previous actions		X				
Correct any info changed on any action processed in MDCPDS or Legacy. Will create that action in MDCPDS (see separate logic table for exclusions)		X				
Create an action that does not exist in MDCPDS that needs to be added, cancelled, or corrected via ORACLE correction. Impacts current appointment. <u>OR</u> Add an action to MDCPDS that impacts current appointment that should <u>NOT</u> flow to payroll			X			
Create an action that does not exist in MDCPDS or DCPDS that needs to be added, cancelled or corrected. NO impact on current appointment. SF50 only				X		
DCPS only (Reflows same info as original action)					X	
DCPS only (Reflows NOA with changed information) MDCPDS is correct						X



# Productivity Training

- ✓ Introduction to Productivity
- ✓ Event Codes
- ✓ Identifying Fill Actions
- ✓ **Routing RPAs**

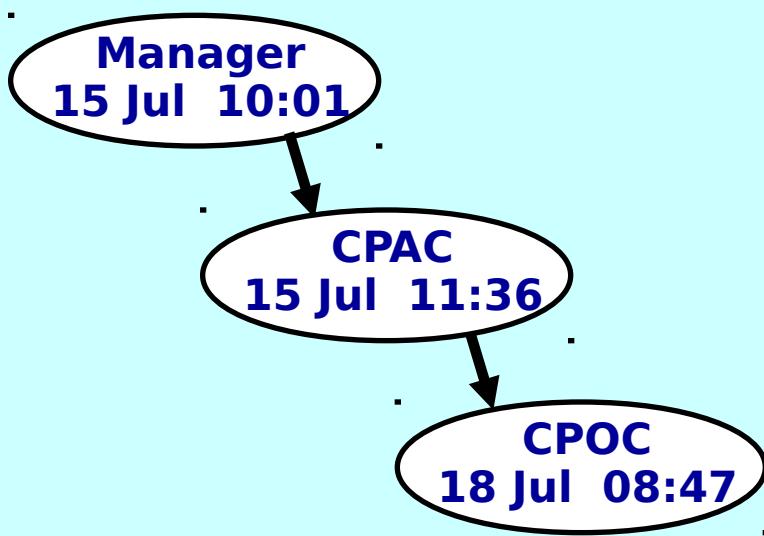




# RPA ROUTING

## Routing History

RPAs are routed from inbox to inbox. Each inbox is “mapped” to a specific category, using a code.



ROUTING HISTORY entries are essentially the same as COORDINATION entries were in PERSACTION.

The date and time an RPA is routed is automatically captured.

An RPA can be routed to a personal inbox, or to a groupbox.

Updating HR is also considered a ‘routing’.

INBOX MAPPING CODES are used to categorize each inbox.



# INBOX MAPPING CODES

- Codes are part of User-ID (personal inbox) and Groupbox names.
- Codes are captured in RPA's Routing History.

3-Character **ROUTING IDENTIFIER** CODE [mandatory]

1-Character **INBOX TYPE** CODE [optional]

- A forward slash "/" identifies where the codes begin.
- Sample User-IDs and Groupboxes:

SMITHJ/MGR

SMITHJ/MGRN

JOAN.SMITH/MGA

ADAMSB/COC

XYZ-PAC-TEAM-1/CPGD

STAFF-2-HOLD/COSH

PAC-B7/COPN

GROUP4/COS



# INBOX MAPPING CODES

YOU SEE THEM IN THE USERNAMEs & GROUPBOX NAMES.

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Civilian Request for Personnel Action: 18-OCT-2001 (Recruit/Fill, Routing Group:CIVDODHR)

Request for Personnel Action - Routing History: 18-OCT-2001 (/)

Routing History

Username	Groupbox Name	Routing List Name	Seq.	Date Notification Sent	Farr
AMY.ABBEY/C				18-OCT-2001	ASAP
AMY.ABBEY/C				18-OCT-2001	Rec
	AMY/COFD			18-OCT-2001	Rec
	AMY/COFD			18-OCT-2001	Rec
AMY.ABBEY/C				18-OCT-2001	Rec
	AMY/COFD			25-APR-2001	Rec
RUSS.ONNEY/M				25-APR-2001	Rec
RUSS.ONNEY/M					Rec

Editor

AMY.ABBEY/COF

Search OK Cancel

5-E Code 5-F Legal Authority 6-E Code 6-F Legal Authority

History Extra Information Person Position Others...

Field is protected against update. Press F10 or Ctrl+q to cancel.  
Count: \*8



# INBOX MAPPING CODES

## ● ROUTING IDENTIFIER CODES:

**COC = CPOC CLASSIFICATION**

**COS = CPOC STAFFING - CONUS**

**COF = CPOC STAFFING - OCONUS**

**COP = CPOC PROCESSING**

**CPG = CPAC GENERALIST**

**NAF = NAF SPECIALIST**

**SES = SES OFFICE SPECIALIST**

**EEO = EEO OFFICE USER**

**NOM = NOT MAPPED**

**MGR = MANAGER**

**MGA = ADMIN**

**MGP = PSEUDO MANAGER**

**RMM = MANPOWER**

**RMB = BUDGET**

**RSC = CPOC TECHNICAL**

**OTH = OTHER**

## ● INBOX TYPE CODES:

**N = NORMAL**

**D = DISTRIBUTION**

**H = HOLD**

**S = SUSPENSE**



# INBOX MAPPING CODES

## ➤ CPOC (Operations Center) Codes:

- **COC** - Classification. SCHMIDTB/COC
- **COS** - Staffing at CONUS locations. NE\_STAFF\_2/COS
- **COF** - Used at OCONUS locations, or when a CONUS CPOC has a dedicated Staffing branch/team for filling OCONUS jobs.
- **COP** - Includes personnel action clerks, and any other non-Staffing, non-Classification inbox in the CPOC. Also used for "gatekeeper" inboxes.
- **RSC** - Regional Service Center. For CPOC non-functionals.

## ➤ Other Functional Community Codes:

- **CPG** - CPAC Generalist XYZ\_SC\_BRAGG/CPGD
- **NAF** - NAF Personnel Specialist OLEARYL/NAF
- **SES** - SES Office Personnel Specialist JONESS/SES
- **OTH** - "Other", for non-CPOC and non-CPAC users at HQDA & DOD.
- **EEO** - Equal Employment Opportunity Office users (of Complaints module).



# INBOX MAPPING CODES

## ➤ Management Codes:

- **MGR** - Line manager. **LEEM/MGR**
- **MGA** - Includes any offices/individuals at installation level required to see or approve the RPA, including:
  - ✓ Commander.
  - ✓ Union.
  - ✓ EEO.
- **MGP** - For CPOC/CPAC specialists that must initiate RPAs, acting as a pseudo-manager. This is used so the "management" time doesn't count against the CPOC.

## ➤ Resource Management Codes:

- **RMM** - Manpower. **ANDREWSG/RMM**
- **RMB** - Budget. **SW\_BUDGET\_OFIC/RMB**



# INBOX MAPPING CODES

## ➤ **Inbox Type Codes:**

- **D** - **Distribution Inbox.** Staging area inboxes (normally groupboxes).

- ✓ COPD - CPOC Gatekeeper Inbox
- ✓ CPGD - CPAC Gatekeeper Inbox
- ✓ COCD - Classification Distribution Inbox
- ✓ COFD - Staffing Distribution Inbox

WEST\_CPOC/COPD  
XYZ-NC-REDSTONE/CPGD  
TEAM2/COCD  
GROUP-A/COFD

- **H** - **Hold Inbox.**

NE\_CLASS\_1/COCH

- **S** - **Suspense Inbox.**

SYKESW/COSS

- **N** - "Normal" Inbox. Means inbox is not for Hold, Suspense, or Distribution. If inbox type codes are not used by a particular region, (or the code is missing) "N" is assumed.

- ✓ "Normal" Personal Inbox
- ✓ "Normal" Groupbox

WASHINGTON/MGRN  
TEAMC/COSN



# INBOX MAPPING CODES

## ➤ **Inbox Names that \*don't\* use Inbox Mapping Codes:**

- ✓ **WGIPERSONNEL** groupbox
- ✓ **CAO** groupbox
- ✓ **GHRWFADMIN** groupbox
- ✓ **CHECK.ACTION** personal inbox

## ➤ **NOM - Not Mapped. "NOM" + "N" is the default code in the Productivity Database. Used when inbox name has...**

- ✓ Missing inbox mapping code.
- ✓ Missing forward slash ("/").
- ✓ Invalid or misspelled inbox mapping code.

## ➤ **"COP" + "N" is the default code when computing fill-time.**

**\*\*This means time in inboxes with missing or invalid codes is counted against the CPOC \*\***



# Productivity Training

✓ Introduction to Productivity

✓ Event Codes

✓ Identifying Fill Actions

✓ Routing RPAs

✓ **Productivity (Closure) Edits**





# CLOSURE EDITS

- **Quality Control Process Built into MDCPDS.** a.k.a. Productivity Edits.
- **Why Closure Edits?** Because an RPA cannot be reopened after it is closed.
- **Edits are invoked ONLY when the Update HR function is performed.**
- **Closure edits fire \*\*BEFORE\*\* other MDCPDS edits.** When other MDCPDS edits fire, you know all productivity edits have been "passed".
- **Closure edits can be turned off by the CPOC.** Edits are all on or all off.
- **Other MDCPDS edits still apply, even if Closure Edits are off.**
- **Closure edits fire one at a time.** {Fix it, try again}



# CLOSURE EDITS

- Edits for fill actions, and a few for non-fill actions.
- Two types: **MANDATORY & WARNING**

➤ **MANDATORY** - must be corrected.



**OK**

➤ **WARNING** - user notification, but action can be processed.



**YES**

**NO**

- There are 12 edits.....9 mandatory, 3 warning.
- When the edits fail, a message box appears.

**CIV\_PROD\_MAN\_1\_3**

**CIV\_PROD\_WAR\_1\_5**

- Productivity edits will fire only if .....

**NOA FAMILY = "APPOINTMENT"**  
**NOA FAMILY = "REALIGNMENT"**  
**G07000 Event Code is present**

**NOA FAMILY = "POSITION CHANGE"**  
**NOA FAMILY = "POSITION ESTABLISH"**  
**NOA FAMILY = "POSITION REVIEW"**



# CLOSURE EDITS

## ➤ **FILL ACTIONS:**

- **10 EDITS (7 MANDATORY, 3 WARNING).**

### **FILL ACTION MANDATORY & WARNING EDITS FIRE WHEN:**

- ◆ The RPA's **ACTION REQUESTED (NOA FAMILY)** is "**APPOINTMENT**".  
-OR-
- ◆ The RPA's **data includes event code G07000 FILL ACTION.**



# CLOSURE EDITS

## ➤ FILL ACTIONS, *continued:*

### ● MANDATORY EDITS:

- ◆ 1.1 Any Event Code **Start Date** must be prior to its **End Date**.
- ◆ 1.2 If any Event Code requires two dates, both must be present.
- ◆ 1.8 Any Event Code **End Date** must not be later than RPA's **Close Date**.
- ◆ 1.3 A J OB OFFER Event Code must be present.
- ◆ 1.5 J OB OFFER End Date (**Commit Date**) must not be later than the RPA's **Effective Date**.

- ◆ 1.6 PPP Event **Start Date** must not be prior to **CPOC/CPAC Entry**.
- ◆ 1.7 PPP Event **End Date** must not be later than J OB OFFER Event **Start Date**.

These are broken



# CLOSURE EDITS

## ➤ **FILL ACTIONS, *continued:***

### ● **WARNING EDITS:**

- ◆ **1.1 Any Event Code Start Date SHOULD NOT be prior to RPA Initiation Date.**
- ◆ **1.2 Any Event Code Start Date SHOULD NOT be prior to CPOC Entry Date.**
- ◆ **1.5 No other Event Codes should start after J OB OFFER Event Code End Date.**



# CLOSURE EDITS

## ➤ FILL ACTIONS, *continued:*

- Why do we need to flag actions with the **G07000** code to make the Fill Action Edits fire?
  - ◆ While the "APPOINTMENT" NOA FAMILY includes the vast majority of **NOA 1xx** actions, some **NOA 1xx** actions can fall under other NOA FAMILY Codes (example: "TRANSFER INTERAGENCY")
  - ◆ Many **FILL ACTION NOAs** do not fall under the "APPOINTMENT" NOA FAMILY.

### Examples:

- ◆ 500 Conversion to Career [under "CONVERSION TO APPOINTMENT"]
- ◆ 702 Promotion [under "SALARY CHANGE"]
- ◆ 713 Change to Lower Grade [under "SALARY CHANGE"]
- ◆ 721 Reassignment [under "REASSIGNMENT"]
- ◆ 740 Position Change [under "POSITION CHANGE"]
- ◆ 769 Extension of Promotion [under "EXTENSION OF NTE"]
- ◆ 5974 Change in Tariff [under "REASSIGNMENT"]



# CLOSURE EDITS

## ➤ FILL ACTIONS, CONTINUED:

- **IMPORTANT:** Mandatory Edits 1.6 and 1.7 are broken; as a workaround, use event code: "**SL07000**" instead of "**S07000**".
  - ◆ Productivity edits 1.6 & 1.7 won't fire when using **SL07000**, but the system will allow you to update HR.
- **IMPORTANT:** The Productivity Edits don't discriminate between HQDA standard events & local events--they will edit both types of events.
- **IMPORTANT:** Warning Edit 1.5 will fire even if the event code with dates after the JOB OFFER end date is a CLEARANCE event (S19000xx), or a Classification Event.
- **IMPORTANT:** Exclusion event codes don't "bypass edits" yet; productivity edits will fire even if exclusion event codes are present.
- **IMPORTANT:** The fill action edits become confused by multiple job offers.
- **IMPORTANT:** The presence of a JOB OFFER DECLINED event doesn't override the fill action edits.



# CLOSURE EDITS

## ➤ REALIGNMENT ACTIONS:

- **1 EDIT (MANDATORY).**
- **EDIT: 2.1 Realignment Action must have a REALIGNMENT Event Code present.**

**REALIGNMENT ACTION MANDATORY EDIT FIRES WHEN:**

- ◆ The RPA's **ACTION REQUESTED (NOA FAMILY)** is "**REALIGNMENT**".

- **IMPORTANT:** The long-standing bug with realignment edit has been fixed, so the edit will not fire when a **MASS REALIGNMENT** is processed.



# CLOSURE EDITS

## ➤ CLASSIFICATION ACTIONS:

- **1 EDIT (MANDATORY).**
- **EDIT: 3.1 Classification Action must have a CLASS REVW - XXXXX Event Code present**

### CLASSIFICATION ACTION MANDATORY EDIT FIRES WHEN:

- ◆ The RPA's **ACTION REQUESTED (NOA FAMILY)** is "**POSITION CHANGE**", "**POSITION ESTABLISH**", or "**POSITION REVIEW**".

- **IMPORTANT:** A POSITION CHANGE action can also be a fill action; if G07000 event is present, fill action closure edits will also fire.



# TRIGGERING THE PRODUCTIVITY EDITS

CLICK ON “SAVE” BUTTON, THEN ANSWER “YES” TO ROUTE THE RPA.

Screenshot of the Request for Personnel Action (RPA) application interface:

The main window title is "Request for Personnel Action of 1974 - [Request for Personnel Action: 14-JAN-2002 (Salary Change, Routing Group:CIVDODHR)]".

The toolbar includes standard options like Action, Edit, Query, Go, Folder, Special, Help, Window, along with a "Save" icon (highlighted by a black arrow).

The status bar shows "Status AUTHORIZED" and "Page 1 of 4".

**PART A - Requesting Office**

1 Actions Requested	2 Request Number 01OCT047476
Salary Change	Telephone Number 314-375-2222
3 For Additional Information Call (Full Name) Daguman, Reginald	4 Prop. Eff. Date 01-OCT-2001
5 Action Requested By (Full Name) Abbey, Robert J	Title WATER TREATMENT PI
6 Action Authorized By (Full Name) Everett, Jiada K	Request Date 14-JAN-2002
	Title COMPUTER SPECIALIST
	Concurrence Date 01-SEP-2001

**PART B - For Preparation of SF 50**

1 Last Name	First Name
2 Social Security Number	3 Date of Birth

**Decision** dialog box:  
Do you wish to route the Request for Personnel Action now?  
**Yes** (highlighted by a black arrow)

**FIRST ACTION**

5-A Code 702	5-B Nature of Action Promotion
5-C Code N3M	5-D Legal Authority Reg 335.102 Comp
5-E Code NPU	5-F Legal Authority 10 U.S.C. 1601 Upgrade

**SECOND**

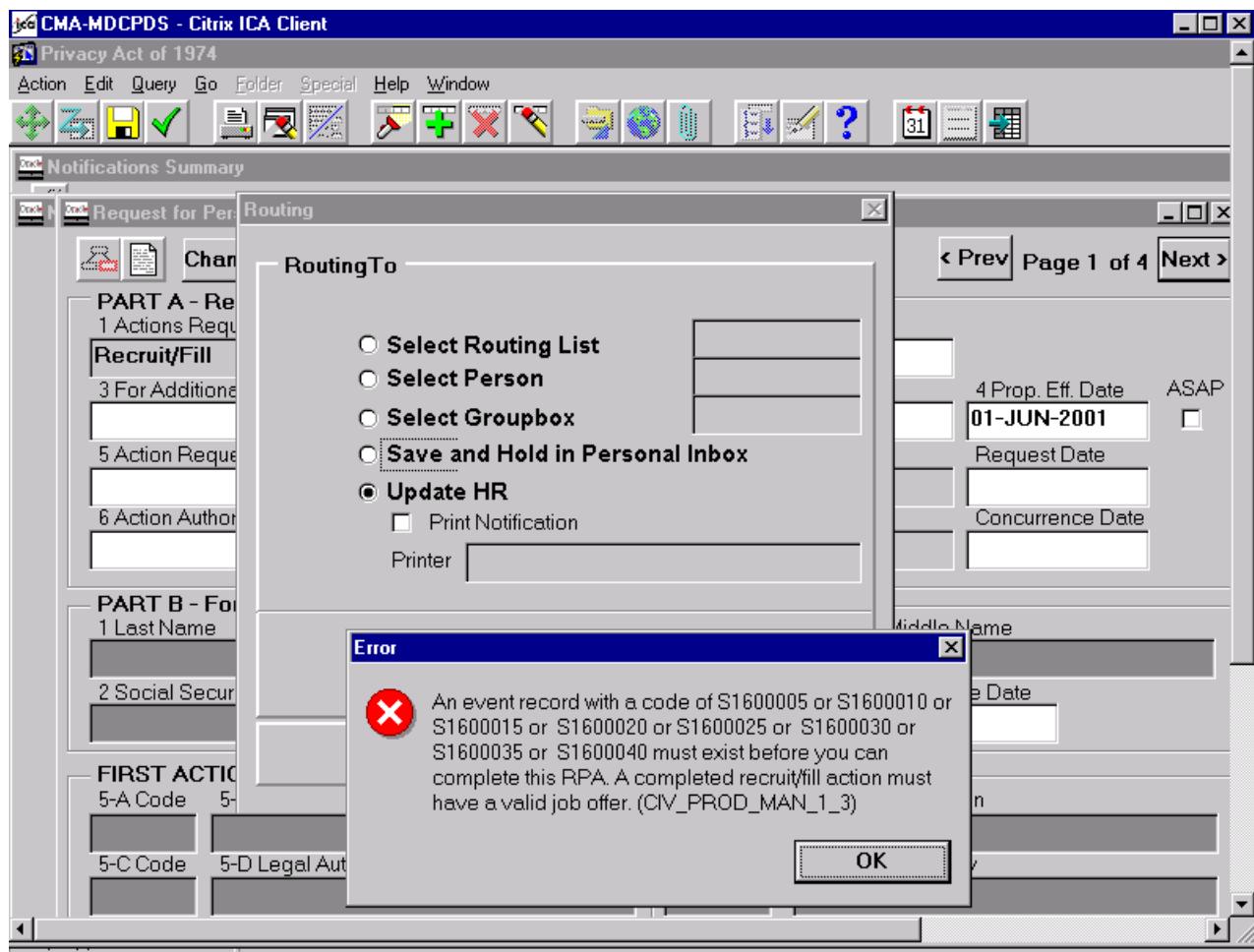
6-A Code	6-B Nature of Action
6-C Code	6-D Legal Authority
6-E Code	6-F Legal Authority

Navigation tabs at the bottom: History, Extra Information, Person, Position, Others...



# TRIGGERING THE PRODUCTIVITY EDITS

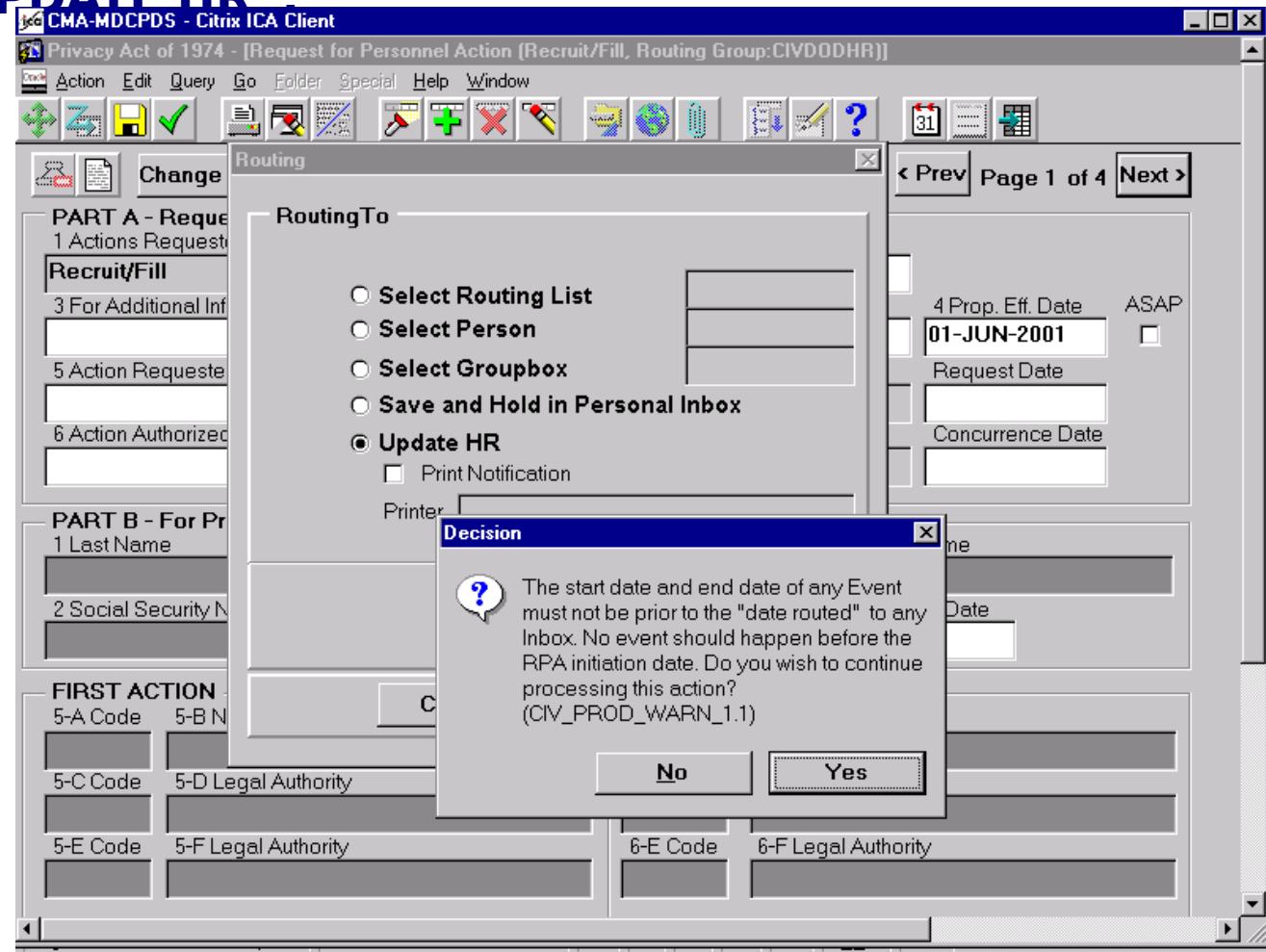
**SELECT “UPDATE HR”. CLICK “APPROVAL” BLOCK.  
MANDATORY EDITS ARE “PASS-FAIL”.**





# TRIGGERING THE PRODUCTIVITY EDITS

**WARNING EDITS GIVE YOU THE OPTION OF STOPPING  
“UPDATE HR”.**





# CLOSURE EDITS

Warning Edits remind you about your last chance to...

REVIEW EVENT CODES  
VERIFY EVENT CODES  
CHANGE EVENT CODES

**REMEMBER: THE RPA CANNOT BE REOPENED AFTER YOU CLOSE IT!**



# Productivity Training

✓ Introduction to Productivity

✓ Event Codes

✓ Identifying Fill Actions

✓ Routing RPAs

✓ Productivity (Closure) Edits

✓ **Quality Control**





# QUALITY CONTROL

- Quality Control report is run to test for error and diagnostic conditions in each RPA.
- Error conditions are coded by letter (CAPITAL and small letters). Error codes, called "filters", are stored in the nightly Productivity Database.
- Two kinds of filters: **errors** and **diagnostics**...
  - ◆ Diagnostic filters are applied only against open fill actions.
  - ◆ Error filters are applied only against completed fill actions.
- When **X02000** exclusion event code is present, certain diagnostic and error filters are automatically overridden, which means the RPA can have certain errors and still be flagged as "good".
- There is a rollup Quality Control (QC) rollup report, and a detailed QC error report.
- The number of error-free RPAs is counted to determine a personnel office's "goodness percentage".



# QUALITY CONTROL

## ➤ CAPITAL LETTER Quality Control (QC) filters:

### Code Description

- A Missing commit date, but has SSN
- C Missing first referral date, but action has fill source of OPM, DEU, LVA or CREF
- D Missing CPOC and CPAC entry date, but has commit date
- F Effective date prior to initiation date \*\*
- G Missing the G07000 event record, but action meets NOA/LAC or NOA Family
- H Commit date is prior to CPAC entry date \*\*
- I Commit date is prior to CPOC entry date \*\*
- J Missing CPOC entry date, but has commit date \*\*
- K Commit date is prior to initiation date \*\*
- M Commit date is later than closed date
- N Commit date is later than effective date
- P Job offer date is prior to CPOC or CPAC entry date \*\*
- Q Job offer date is later than effective date
- R Job offer date is prior to initiation date \*\*
- S Postdating (action has effective date more than 60 days later than current date)
- W Missing CPAC, Command and/or UIC code, but has closed date
- Y CPAC code is not associated with the CPOC
- Z CPAC code is not valid

\*\* overridden by X02000 event code.

These edits test  
the RPA as a whole

The QC  
Filters are more  
thorough than the  
Closure Edits



# QUALITY CONTROL

## ➤ lower case Quality Control (QC) filters:

### Code Description

- a Predating (mandatory event record date 1 is more than 366 days prior to initiation date) \*\*
- b Missing mandatory event record date 2, but has closed date
- d Event record date 1 is prior to CPAC entry date
- f Event record date 1 prior to initiation date
- g Event record date 1 is prior to CPOC entry date
- h Mandatory event record date 2 is later than effective date \*\*
- i Mandatory event record date 2 is later than closed date
- j Mandatory event record date 1 is later than commit date \*\*
- k Mandatory event record date 2 is later than commit date \*\*
- l Mandatory event record date 2 is later than job offer date \*\*
- m Action has overlapping or duplicate PPP event records
- o Action has excessive PPP time (longer than time from CPOC/CPAC entry to commit)
- p PPP event record date 1 is prior to CPOC and CPAC entry date \*\*
- q Postdating (action has an event date more than 90 days later than current date)

\*\* overridden by X02000 event code.

These edits test  
each event history  
record separately



# QUALITY CONTROL

## ➤ Quality Control (QC) rollup report

* CPOC Quality Control Statistics Rollup Report *												
* for dd-mmm-yy thru dd-mmm-yy *												
*****												
Distribution of Actions												
=====												
Description	Euro.	Korea	NC	NCR	NE	Pac.	SC	SE	SW	West	All	=====
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	=====
Closed Actions	n,nnn	nn,nnn										
No Anomalies	n,nnn	nn,nnn										
Diagnostics	n,nnn	nn,nnn										
Errors	n,nnn	nn,nnn										
Goodness Percentage	nn.nn											
Canceled Actions	nnn	n,nnn										
Open Actions	n,nnn	nn,nnn										
No Anomalies	n,nnn	nn,nnn										
Diagnostics	n,nnn	nn,nnn										
Bypassed Actions												
Previously Counted	nnn	n,nnn										



# QUALITY CONTROL

## ➤ Quality Control (QC) error report:

```
*****
* Quality Control Error Report Record: 2 (02-FEB-02 12:07) *
* For POI 2211 during 01-JAN-02 through 31-JAN-02 *
*****
```

### General Data

=====

RPA Number.....: 01DEC5EW3RBAA00001  
Actions Requested: CONV\_APP (01DEC5EW3RBAA00001)  
SF52 Status.....: C - Closed

CPOC Code...: 2211 Fill Source: UNK  
CPAC Code...: EW SSN Flag...: Y  
CMD Code...: P1 NOA Code...: 515  
UIC Code...: W3RBAA Legal Auth.: MXM

### Actual/Adjusted Dates

=====

Initiated.....: 10-DEC-2001/10-DEC-2001 Job Offer.....: {BLANK} /27-JAN-2002  
Effective.....: 28-JAN-2002/28-JAN-2002 Committed.....: {BLANK} /27-JAN-2002  
1st Enter CPAC: 02-JAN-2002/02-JAN-2002 Closed.....: 29-JAN-2002/29-JAN-2002  
1st Enter CPOC: 03-JAN-2002/03-JAN-2002

### SF52 Errors

=====

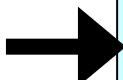
A - RPA is missing commit date, but has SSN

### Event Records

=====

Code	Occur.	Day 1	Day 2	Text
CO300055	1	03-JAN-2002	03-JAN-2002	CLASS REVW (CURSORY REVIEW)

**RPA is  
missing the  
JOB OFFER  
event**



# QUALITY CONTROL

- ✓ **E**xplain the basics of productivity to new staff members.
- ✓ **E**very fill action needs a G07000 event and a JOB OFFER event.
- ✓ **E**nsure that the action went through CPOC Classification Division first.
- ✓ **E**dits will help you catch the most significant errors.
- ✓ **E**xpect REFERRAL LIST events to end before the JOB OFFER.
- ✓ **E**vent dates should be entered in real time, as they occur.
- ✓ **E**nsure that your event entries are in logical order (date & sequence).
- ✓ **E**xercise APPROPRIATE use of Exclusion Event Codes.

Live the **E** to pass QC!



# Productivity Training

✓ Introduction to Productivity

✓ Event Codes

✓ Identifying Fill Actions

✓ Routing RPAs

✓ Productivity (Closure) Edits

✓ Quality Control

✓ **Enhancements & Fixes**





# ENHANCEMENTS & FIXES WE'VE ASKED DOD FOR

- **Change or fix the Productivity Closure Edits:**
  - ◆ **Fill Action Edits should be triggered based on “**NOA/LAC**” only**  
-- not on G07000 FILL ACTION -or- “APPOINTMENT” NOA Family.
  - ◆ **Bypass Fill Action Edits when an **EXCLUSION** event code is present.**
  - ◆ **Bypass MANDATORY EDIT 2.1 for MASS REALIGNMENTS. Fixed.**
  - ◆ **Modify WARNING EDIT 1.5 (“No events after JOB OFFER”) to allow for CLEARANCE events (code “S19%”) -and- CLASSIFICATION event codes.**
  - ◆ **Edits against JOB OFFER should only look at the latest J.O. event.**
  - ◆ **Fix edits for PPP events (MANDATORY EDITS 1.6 & 1.7).**
  - ◆ **Edits should ignore **LOCAL** event codes.**



# ENHANCEMENTS & FIXES WE'VE ASKED DOD FOR

- Create **LOCAL** event category (so events don't have to start with "L").
- Change permissions for modifying event history to "Personnel Office Only".  
[CPOC and CPAC only].
- Allow duplicate events to be open at the same time.
- Don't allow non-fill RPAs to be closed with open events  
(fill action RPAs already have this edit).
- **JOB OFFER DECLINED** events should only require 1 date  
(the system is requiring 2 dates).
- Create a window that allows specialists to modify event records for closed RPAs.



# Productivity Training

✓ Introduction to Productivity

✓ Event Codes

✓ Identifying Fill Actions

✓ Routing RPAs

✓ Productivity (Closure) Edits

✓ Quality Control

✓ Enhancements & Fixes

✓ **Pipeline Actions**





# PIPELINED RPA'S

- "Pipelining" is the process of taking open PERSACTION SF-52s and recreating them as MDCPDS RPAs. Pipelining occurs during the deployment of the MDCPDS system at each Army region.
- The Pipeline Team, or the individual specialist, will:
  - Create each RPA in MDCPDS.
  - Enter a G20000 PPI SF52 NUMBER event for each RPA.
- The COMMENTS column of the G20000 event contains the SF-52 number.
- Once all RPAs have been created, and all include a G20000 event with a valid SF-52 Number, the HQDA programmers will execute a process which will generate data in the MDCPDS database.



# PIPELINED RPA'S

- **4 types of event code records will be automatically created for each SF-52 'Pipelined' into Modern.**

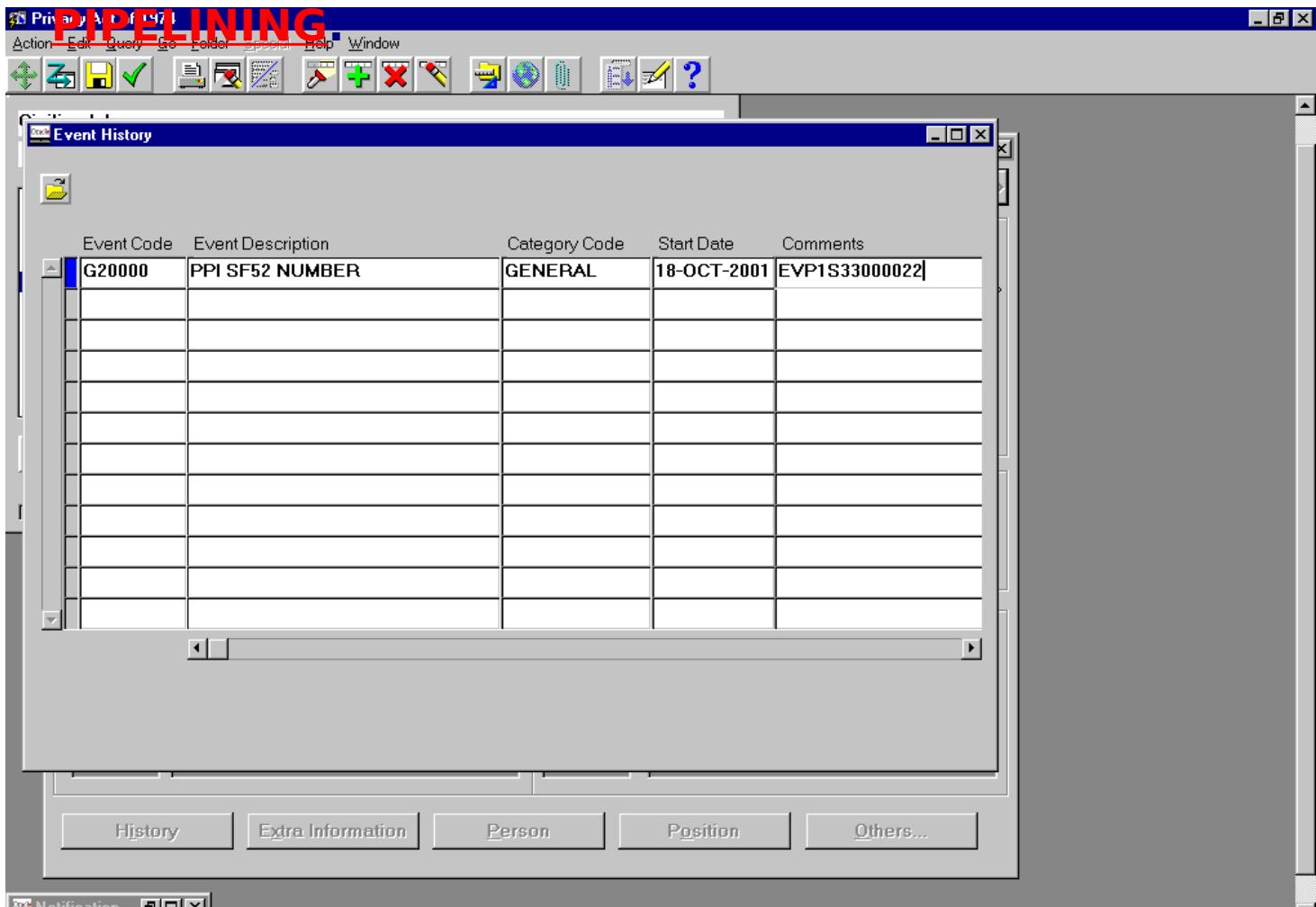
1. Existing **HQDA STANDARD Status History Entries** will be carried over to Modern HR (as Event Codes).
2. **G10000 PPI LOCAL EVENT (SEE COMMENTS)** event entry generated for each local event; dates placed in comments field.
3. A **G07000 FILL ACTION** event entry generated based on 'fill' or 'recruit' appearing in actions\_requested field.
4. Event entries generated based on key coordination (routing) records; dates placed in comments field:
  - **G20010 PPI SF52 INITIATED**
  - **G20020 PPI SF52 PERS ENTRY**
  - **G20030 PPI SF52 CLASS ENTRY**
  - **G20040 PPI SF52 STAFF ENTRY**

- **"NOTES" will also be automatically pipelined.**
- **Requesting Official Remarks will also be automatically pipelined.**



# PIPELINED RPA'S

## EVENT HISTORY WINDOW WITH DATA DURING





# PIPELINED RPA'S

## EVENT HISTORY WINDOW WITH DATA AFTER

CMA-MDCPDS - Citrix ICA Client  
Privacy Act of 1974 - [Event History]

Action Edit Query Go Folder Special Help Window

[Icons: New, Open, Save, Print, Find, Copy, Paste, Delete, Undo, Redo, Filter, Sort, Refresh, Help, Question]

Event Code Event Description Category Start Date Start Date Description

Event Code	Event Description	Category	Start Date	Start Date Description
G20000	PPI SF52 NUMBER	GENER	20-MAR-2001	CAPTURED
G20010	PPI SF52 INITIATED	GENER	23-MAR-2001	CAPTURED
G20020	PPI SF52 PERS ENTRY	GENER	23-MAR-2001	CAPTURED
G20030	PPI SF52 CLASS ENTRY	GENER	23-MAR-2001	CAPTURED
G20040	PPI SF52 STAFF ENTRY	GENER	23-MAR-2001	CAPTURED
G07000	FILL ACTION	GENER	23-MAR-2001	PERSONNEL ACTION REVIEWED
C0300025	CLASS REVW (NEW POSITION)	CLASSII	22-DEC-2000	REVIEW INITIATED
S09000	FIRST REFERRAL LIST	STAFFII	18-JAN-2001	REFERRAL LIST ISSUED
S0500010	OPM CERTIFICATE	STAFFII	25-JAN-2001	OPM CERTIFICATE REQUESTED
S11000	SECOND REFERRAL LIST	STAFFII	18-FEB-2001	REFERRAL LIST ISSUED



# PIPELINED RPA'S

**SCROLL RIGHT TO VIEW ALL EVENT HISTORY**

CMA-MDCPv5 Ltx Ctrr.

Privacy Act of 1974 - [Event History]

Action Edit Query Go Folder Special Help Window

[File] [New] [Open] [Save] [Print] [Exit]

Event Code End Date End Date Description Comments

G20000			EVP8S5500012 (DO NOT TOUCH)
G20010			20-DEC-2000 (DO NOT TOUCH)
G20020			21-DEC-2000 (DO NOT TOUCH)
G20030			21-DEC-2000 (DO NOT TOUCH)
G20040			18-JAN-2001 (DO NOT TOUCH)
G07000			
C0300025	17-JAN-2001	REVIEW COMPLETED	
S09000	23-JAN-2001	REFERRAL LIST RETURNED	
S0500010		OPM CERTIFICATE RECEIVED	
S11000		REFERRAL LIST RETURNED	DJF: BASED ON OPM CERT

## Special Pipeline Data

# User's Comment



# Productivity Training

✓ Introduction to Productivity

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✓ Identifying Fill Actions

✓ Routing RPAs

✓ Productivity (Closure) Edits

✓ Quality Control

✓ Enhancements & Fixes

✓ Pipeline Actions

✓ **Identifying Open & Closed Actions**





# IDENTIFYING OPEN & CLOSED ACTIONS

- When dealing with RPAs in MDCPDS, there are two definitions of the words "OPEN" and "CLOSED".

## 1. Actions 'open' or 'closed' in an inbox. Also called "notifications".

- "**Open**" actions are RPAs currently in a user's inbox, or currently in a groupbox the user is attached to.
- "**Closed**" actions are those that have been routed to another user, or Updated to HR, including FUTURE ACTIONS.

## 2. Actions 'open' or 'closed' for Productivity counting.

- "**Closed -- completed**" actions are those that have been consummated (Updated to HR).
- "**Closed -- canceled**" actions are those that have been withdrawn.
- "**Open**" actions are those that have not yet been consummated or withdrawn. Includes FUTURE ACTIONS.



# IDENTIFYING OPEN & CLOSED ACTIONS

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

DIANA RIOS

Query Only Open Notifications

DATE RECEIVED	Subject	InBox Name	Status
18-OCT-2001 13:26:29	RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771	Robert Abbey	Open
18-OCT-2001 13:24:13	RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771	Robert Abbey	Closed
18-OCT-2001 13:22:10	RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771	Amy Groupbox	Closed
18-OCT-2001 13:19:47	RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771	Amy Groupbox	Closed
18-OCT-2001 13:17:41	RPA : Recruit/Fill : Req# 01APR5EWW30FAA037771	Robert Abbey	Closed
18-OCT-2001 05:13:08	RPA : Change in Position Number : Req# 01SEP5EVW0AKAA04715	Amy Groupbox	Closed
04-OCT-2001 06:39:46	RPA : Correction : Req#	Robert Abbey	Closed
04-OCT-2001 06:33:23	RPA : Correction : Req#	Robert Abbey	Open
04-OCT-2001 02:41:45	RPA : Career-Cond Appt : Req# 01OCT047456	Robert Abbey	Closed
02-OCT-2001 07:48:52	RPA : Salary Change : Req# 01OCT047476	Robert Abbey	Open

Message

Name / POI : 25-APR-2001 Proposed Effective Date : ASAP

Effective Date : 25-APR-2001

Current Status : AUTHORIZED

Respond      Open

Count: 34

Rpas  
are  
Open  
or  
Closed  
in  
User's  
Inbox



# IDENTIFYING OPEN & CLOSED ACTIONS

- For each RPA ROUTING HISTORY record, there is an ACTION TAKEN value.
- The "action taken" shows the status of the RPA each time it is routed or saved.

Action History							
User Name	Full User Name	Action Taken	Approved	Interim Approved	Initiator Requester	Authorizer Personnelist	Approver Reviewer
AMY.ABBEY/C	Abbey, Robert J	NOT_ROUTED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CAL.BLURRY/C	Blurry, Ronald R	AUTHORIZED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAL.BORBA/C	Borba, Evelyn M	NO_ACTION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CAL.BORBA/C	Borba, Evelyn M	REQUESTED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Action Taken values:

INITIATED  
REQUESTED  
AUTHORIZED  
APPROVED

REVIEWED  
NO\_ACTION  
FUTURE\_ACTION  
NOT\_ROUTED

CANCELED  
UPDATE\_HR  
UPDATE\_HR\_COMPLETE  
*<blank>*



# IDENTIFYING OPEN & CLOSED ACTIONS

- The RPA's **CURRENT** routing history record appears in the top row of the RPA's Routing History Window.
- The **ACTION TAKEN** in the RPA's **CURRENT** routing history record should always be one of the following:

1. <blank>	Means "OPEN", waiting to be worked.
2. CANCELED	Means RPA was "Red X'd".
3. UPDATE_HR_COMPLETE	Means RPA was updated to HR, and EDOA has been reached.
4. FUTURE_ACTION	Means RPA was updated to HR, and EDOA is in the future.
5. NOT_ROUTED	Means RPA was saved without routing. <b>When the <u>system</u> sets this value, it usually indicates a problem occurred.</b>



# IDENTIFYING OPEN & CLOSED ACTIONS

- The user or the system can set the latest action taken to **NOT\_ROUTED**.
- The latest action taken can be set by the user to **NOT\_ROUTED** simply by saving the RPA and answering "no" to the question "do you wish to route the Request for Personnel Action now?".
- When the latest action taken is set by the system to **NOT\_ROUTED**, one of these problems was the cause:

- ◆ The originator tried to cancel the RPA without routing it.
- ◆ The RPA failed the system edits (not the Productivity Edits).
- ◆ The specialist forgot he routed the action, and reopened it.
- ◆ The specialist Updated HR, then she reopened the action.



# IDENTIFYING OPEN & CLOSED ACTIONS

## ROUTING HISTORY WINDOW

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Request for Personnel Action - Routing History: 18-OCT-2001 (Bingo, Todd R/Career-Cond Appt)

Action History

User Name	Full User Name	Action Taken	Approved	Interim	Initiator	Request
AMY.ABBEY/C	Abbey, Robert J	UPDATE_HR_C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMY.ABBEY/C	Abbey, Robert J	UPDATE_HR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMY.ABBEY/C	Abbey, Robert J	NO_ACTION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMY.ABBEY/C	Abbey, Robert J	AUTHORIZED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Open Pi

Completed RPA

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Request for Personnel Action - 18-OCT-2001 (Recruit/Efill\_Routing Group:CIVDOODHPI)

Request for Personnel Action - Routing History: 18-OCT-2001 (/)

Action History

User Name	Full User Name	Action Taken	Approved	Interim	Initiator	Request
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMY.ABBEY/C	Abbey, Robert J	NO_ACTION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMY.ABBEY/C	Abbey, Robert J	NO_ACTION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMY.ABBEY/C	Abbey, Robert J	NO_ACTION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMY.ABBEY/C	Abbey, Robert J	NO_ACTION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMY.ABBEY/C	Abbey, Robert J	NO_ACTION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RUSS.ONNEY/M	Oney, Russ B S	NO_ACTION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RUSS.ONNEY/M	Oney, Russ B S	AUTHORIZED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Open RPA



# IDENTIFYING OPEN & CLOSED ACTIONS

- RPAs will be considered **OPEN**, **COMPLETED**, or **CANCELED**, based on:

1. The RPA's INBOX Open/Closed status.
2. The RPA's value in the current routing history record's **ACTION TAKEN**.

UPDATE\_HR\_COMPLETE  
CANCELED  
NOT\_ROUTED

FUTURE\_ACTION  
<blank>

3. Whether or not the RPA was ever routed.  
If the action was never routed, the action is considered CANCELED.
4. The presence or absence of specific EXCLUSION event codes:  
**X01000** or **X04000**.  
If any of these codes are present, the action is considered CANCELED.
5. The presence of five key data elements for closed U.S. fill actions,  
(but only the first four data elements for non-U.S. and non-fill actions):  
**SSN, EDOA, NOA #1, Approval Date, LAC #1**.  
If any of these values are missing and the latest action taken is not UPDATE\_HR\_COMPLETE, the action is considered CANCELED.



# Productivity Training

✓ Introduction to Productivity

✓ Event Codes

✓ Identifying Fill Actions

✓ Routing RPAs

✓ Productivity (Closure) Edits

✓ Quality Control

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✓ Pipeline Actions

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✓ **Productivity (CIVPRO) Measurements**





# CIVPRO MEASUREMENT

## ➤ FILL-TIME FORMULA:

- HQDA computes **FILL-TIME** using the Productivity database.
- Only **Closed-Completed Fill Actions** are counted.

RECRUIT/FILL INDICATOR FLAG = "Y".  
RPA STATUS FLAG = "C".

- Army's Fill-Time Definitions:



- **IMPORTANT:** Time spent On-Hold For RIF is subtracted from fill-time.



# CIVPRO MEASUREMENT

## ➤ **FILL-TIME FORMULA, *continued:***

- **FILL-TIME** is based on a 24-hour day, 7-day week.
- **FILL-TIME** is computed based on a combination of:
  - **Routing History Dates,**
  - **Event Dates (from selected 'key' events only), and the**
  - **RPA's Effective Date.**
- **Routing History "DATES"** include both actual date & time  
(for **FILL-TIME**, they are rounded to the nearest 1% of a day).
- Event Dates don't have a time, therefore they are automatically set to **12 NOON** for **FILL-TIME** computation.
- Effective Date doesn't have a time, therefore it is automatically set to **12 NOON** for **FILL-TIME** computation.
- "Unmapped" Routing History records default to "**CPOC PROCESSING**" time (routing identifier code "COP").



# CIVPRO MEASUREMENT

## ➤ FILL-TIME FORMULA, *continued:*

- An RPA's **USER INBOX** and **GROUPBOX** routing history dates are examined, then broken down into 3 categories:

<u>CATEGORY</u>	<u>ROUTING IDENTIFIER CODES</u>
• CPOC ROUTINGS	[COC, COS, COF, COP, NOM]
• CPAC ROUTINGS	[CPG]
• MANAGEMENT ROUTINGS	[MGR, MGA, MGP, RMM, RMB, OTH, RSC]

- The RPA's **EFFECTIVE DATE** is examined.
- The RPA's "**KEY**" **EVENT CODES** are examined:

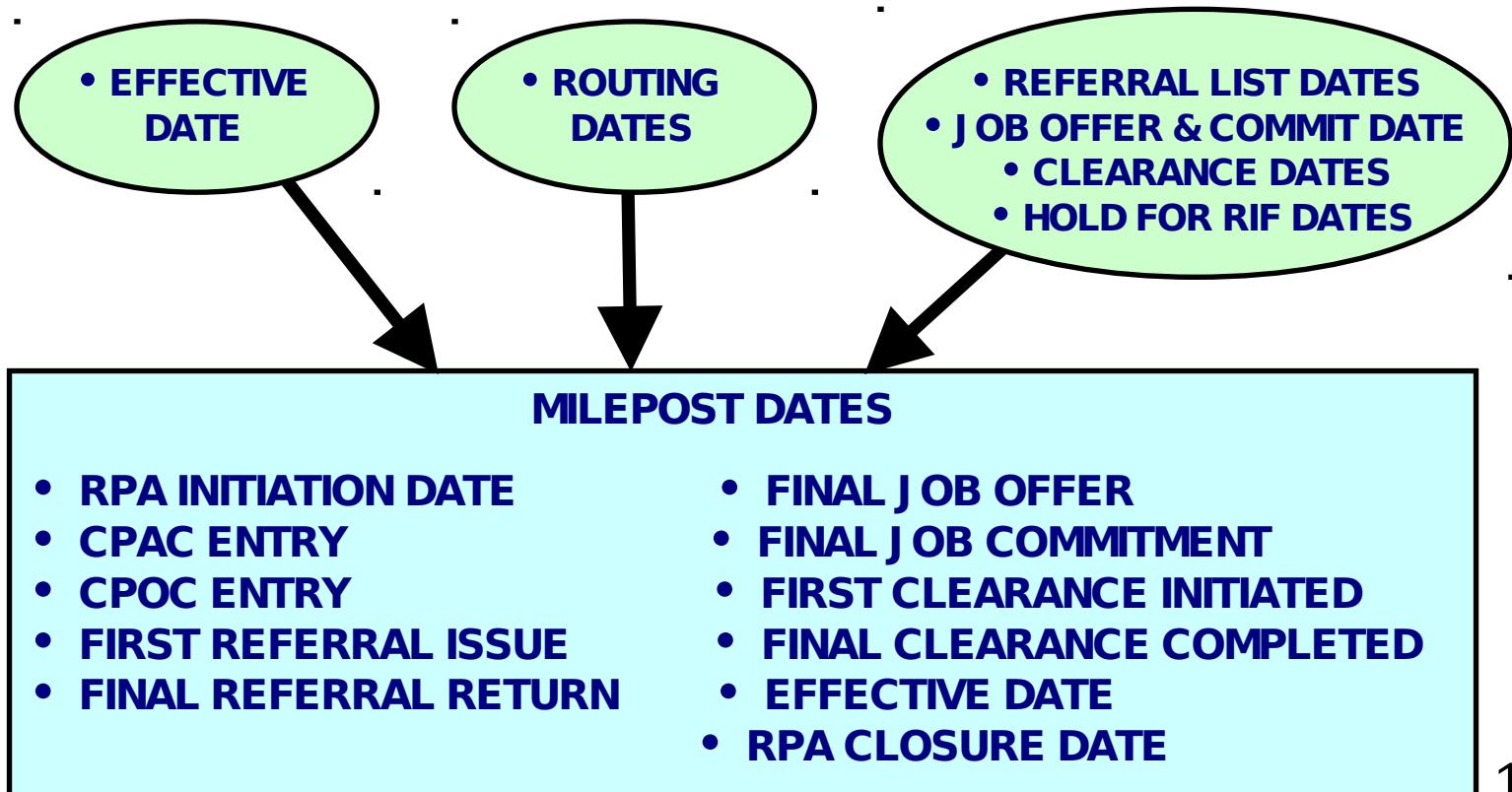
• <b>JOB OFFERS (OFFER &amp; COMMIT DATE)</b>	[only the latest is used]
• <b>REFERRAL LISTS</b>	[all are used]
• <b>CLEARANCES</b>	[all are used]
• <b>HOLD FOR RIF</b>	[all are used]



# CIVPRO MEASUREMENT

## ➤ FILL-TIME FORMULA, CONTINUED:

- For each RPA, "**MILEPOST DATES**" are computed, using the EFFECTIVE DATE, ROUTING DATES, and "KEY" EVENT DATES.





# CIVPRO MEASUREMENT

## ➤ FILL-TIME FORMULA, CONTINUED:

- The RPA's MILEPOST DATES are ADJUSTED, based on:
  - "BAD" event dates. Examples: Missing events, mis-ordered events.
  - "NEGATIVE" event dates. Example: Intern actions.
  - Requirement for a minimum of 1-day of CPOC PRE-REFERRAL TIME. (one day in CPOC before first referral is issued).
  - Requirement for a minimum of 1-day of EMPLOYEE TIME. (one day between commitment & EOD).
  - Requirement that job offer & commitment happen prior to EDOA.
  - Requirement that referrals happen prior to job offer & commitment.
  - Requirement that clearances happen after commitment, but prior to EDOA.
  - Requirement that hold-for-RIF not continue after the job offer has been made.
  - Etcetera...



# CIVPRO MEASUREMENT

## ➤ FILL-TIME FORMULA, CONTINUED:

- The RPA's **COMMIT DATE** is adjusted as follows:

- If the RPA is missing a **J OB OFFER** event code, or the RPA has a **FUTURE** Commit Date:

**ADJUSTED JOB OFFER/COMMIT DATE = EFFECTIVE DATE MINUS ONE DAY**

- If the RPA has a **NEGATIVE** Commit Date:

**ADJUSTED JOB OFFER/COMMIT DATE = DATE 1ST ENTER CPOC PLUS ONE DAY**



# CIVPRO MEASUREMENT

## ➤ FILL-TIME FORMULA, CONTINUED:

- If an RPA's MILEPOST DATE is "GOOD", the adjusted date becomes the same as the good date. The basic idea: when computing FILL-TIME, keep the RPA as "real" as possible, only adjusting "bad" pieces of data.
- No RPA is "tossed out". Instead, FILL-TIME is calculated using **ADJUSTED DATES**.
- FILL-TIME is broken out by 5 categories:

◆ MANAGEMENT TIME	n.nn days
◆ CPOC TIME	n.nn days
◆ CPAC TIME	n.nn days
◆ EMPLOYEE TIME	n.nn days
◆ ADMIN TIME	n.nn days

NEW Categories which help CPOC & CPAC!

- Gaps between referral lists are factored into MANAGEMENT, CPOC, or CPAC TIME, based on what inbox the RPA was sitting in. Gaps between clearances are factored into CPAC TIME.



# CIVPRO MEASUREMENT

## ➤ FILL-TIME FORMULA, CONTINUED:

### ● TIME CATEGORIES:

<u>CATEGORY</u>	<u>CHARGED TO</u>
1. MANAGEMENT PRE-PERSONNEL DAYS **	MGMT
2. MANAGEMENT PRE-REFERRAL DAYS	MGMT
3. MANAGEMENT POST-REFERRAL DAYS	MGMT
4. REFERRAL (DECISION) DAYS	MGMT
5. CLEARANCE DAYS *	ADMIN
6. CLEARANCE FINAL -TO- EOD DAYS *	EMPLOYEE
7. CPOC PRE-REFERRAL DAYS	CPOC
8. CPOC POST-REFERRAL DAYS	CPOC
9. POST-EOD DAYS **	CPOC
10. CPAC PRE-REFERRAL DAYS	CPAC
11. CPAC POST-REFERRAL DAYS	CPAC
12. REFERRAL RETURN -TO- COMMITMENT DAYS	CPAC
13. COMMITMENT -TO-CLEARANCE SUBMIT DAYS *	CPAC
14. CLEARANCE GAP DAYS *	CPAC

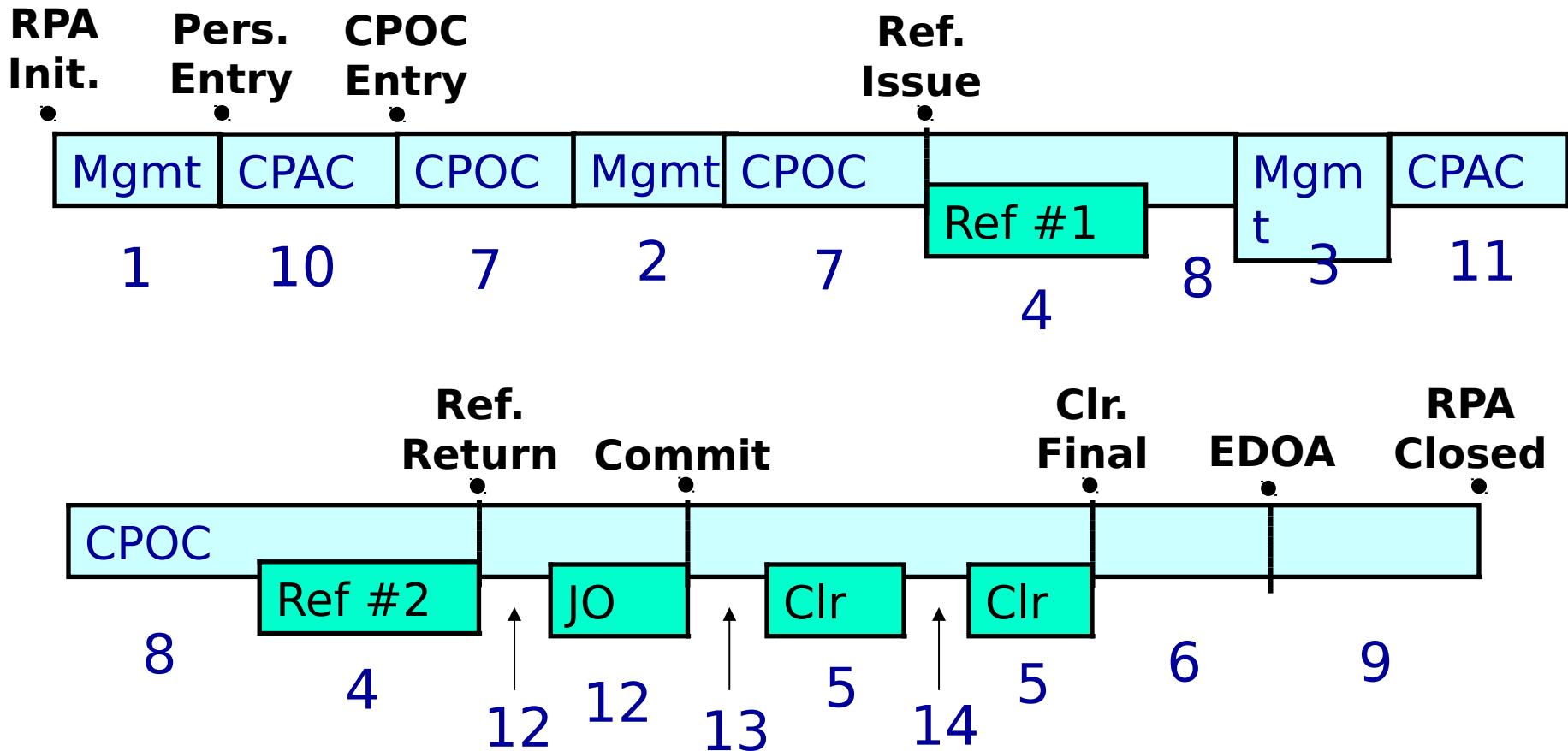
\* Not part of primary Army fill-time formula.

\*\* Not part of any fill-time formulas.



# CIVPRO MEASUREMENT

## A SAMPLE RPA



  Routings  
  Events

Note: Numbers refer to the categories on the previous slide.  
Note: Ref = Referral List    JO = Job Offer    Clr = Clearance



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✓ **Productivity Reporting Universe**





# Productivity Database

## OLD: CPOCPROD Database

- ✓ Access with Microsoft Access
- ✓ Monthly Pull
- ✓ Flat Files
- ✓ Records:
  - All open & closed SF-52s
  - Fill Actions only
  - Coordination Records
  - Status History Records
- ✓ Data:
  - Limited SF-52 Elements
  - Standard Dates

## NEW: Productivity Database

- ✓ Access with Business Objects
- ✓ Nightly Pull [Monthly at HQDA]
- ✓ Oracle Database (SQL, BOA)
- ✓ Records:
  - All open & closed RPAs
  - O=open C=completed
  - X=withdrawn/canceled
  - Fill & Non-Fill Actions
  - Routing History Records
  - Event History Records
  - User & Groupbox Records
  - QC Filter Records
- ✓ Data:
  - All RPA & SF-50 Elements
  - Standard Dates
  - Adjusted Dates



# Productivity Training

\*\*\* The End \*\*\*

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*Thank You  
for your  
attention!*

